

CITY OF FAYETTEVILLE, ARKANSAS

LOT SPLIT

Please fill out the online submittal fields in Energov webpage completely, supplying all necessary information and documentation to support your request. https://egov.fayetteville-ar.gov/EnerGov_Prod/SelfService#/home
Your application will not be processed until this information is furnished.

Prior to submittal please clear all Viewports that were exported from the original CADD file as a part of the PDF. These may prevent staff consideration and delay review and approval of your project.

Application Checklist

Attach the following items in PDF format to this online submittal unless specified otherwise:

- (1) Payment in full of applicable fees for processing the application (\$200.00 lot split fee). Any resubmittal required due to project being tabled at Tech Plat will require a \$200.00 fee per resubmittal. Due upon invoicing.
- (2) Cover letter to Planning Staff describing the scope, nature and intent of the proposal.
- (3) Owner consent form or letter, correspondence letter and the survey of the property showing all required information for a Lot Split listed on the Plat Requirements checklist in Section 166.02 of the Fayetteville Unified Development Code. These requirements are listed on the Plat Requirements page in this application. Clearly label all original and proposed property lines.
- (4) If located within the City's Planning Area and this lot split results in a tract(s) of less than 1.5 acres, approval from the Arkansas Department of Health is required allowing for an individual sewage disposal system prior to the City accepting this application.
- (5) Copy of parcel map showing subject parcel and all surrounding parcels. Can be found at the City website under [GIS maps](#).
- (6) If located within the City's Planning Area and this lot split results in a tract(s) of less than 1.0 acre, approval from the Washington County Planning Department is required prior to the City accepting this application.

Note:

*In order for the Washington County Assessor's Office to officially recognize this lot split on the deed for the property, a **Correction Deed** or **Quitclaim Deed** must be filed along with the Lot Split survey. Please submit this deed with the final, revised copy of the Lot Split survey plat for City of Fayetteville "Approval for Recording".*

PLAT REQUIREMENTS FOR A LOT SPLIT (From Section 166.03 of Fayetteville Unified Development Code)
Name, address, zoning and property lines of all property owners adjacent to the exterior boundaries of the project.
Name, address, telephone numbers of owner(s), developer(s) and project representatives
North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date and revisions.
Provide a complete and accurate legend.
A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100 year flood plain boundary.
Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned.
The location of all existing structures.
Written legal descriptions including area in square feet or acres that read clockwise for the original and resulting tracts (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
Boundary survey of the property shown on the plat. The surveyor shall seal, sign and date the survey. The survey shall be tied to state plane coordinates.
Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC and GS Datum. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc.
Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83)
Show 100-yr. floodplain and/or floodway and based flood elevations. Reference the FIRM panel number and effective date.
Show on the drawing all know on-site and off-site existing utilities and easements (dimensioned) and provide the structure's locations, types, and condition and note them as "existing" on the plat.
Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
Sanitary sewer systems:
a. Provide pipe locations, sizes, and types; and service location.
b. Manhole locations of rim and invert elevations
Water systems, on or near the site:
a. Provide pipe locations, types, and sizes; and service location.
b. Note the static pressure and flow of the nearest hydrant if requested.
c. Show location of proposed fire hydrants and meters.
State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.
The location, widths, grades, and names of all existing and proposed streets (avoid using first names of people for new streets), alleys, paths, and other rights-of- way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the 911 Coordinator.
The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased)
The location and size of existing and proposed signs, if any.
Draft of covenants, conditions, and restrictions, if any.
Show required building setbacks. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.
Any other data or reports as deemed necessary for project review by the Zoning and Development Administrator, City Engineer or Planning Commission.
Signature block certifying ownership, title and dedication.

Consent of Owner Form

PROPERTY OWNER(S) / AUTHORIZED AGENT: By signing below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have authorized this application and consent to its filing.

PLEASE NOTE:

- Property Owners: Attach additional info/documentation if necessary.
- Authorized Agents: If signing on behalf of a Property Owner, a letter from each Property Owner must be provided indicating that the agent is authorized to act on their behalf.

Associated Project (required field)

Property Owner 1:

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 2: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 3: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 4: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**