

CITY OF FAYETTEVILLE, ARKANSAS

PRELIMINARY PLAT

Please fill out the Energov fields completely, supplying all necessary information and documentation to support your request. ***Your application will not be placed on the Planning Commission agenda until this information is furnished.***

PPL Checklist:

Attach the following items to this application:

(1)	Payment in full of applicable fees for processing the application:	
	PPL	
	Non-residential	\$800.00
	Residential (10 or less residential units)	\$200.00
	Residential (25 or less residential units)	\$400.00
	Residential (26 or more residential units)	\$800.00
	Technical Plat Resubmittal (tabled items only)	\$200.00 per
	Tree Preservation	\$120.00
	Public Notification Sign Fee (per sign)	\$5.00

- (2) Correspondence letter to Planning Staff describing the scope, nature and intent of the proposal. Waivers and variances from requirements of the Unified Development Code will be reviewed and processed in accordance with the procedures set forth therein. Please indicate in the letter to staff if any waivers are sought and if so, justification for the request. Most waivers require a Planning Commission decision.
- (3) A copy of the county parcel map from the Washington County Assessor's office website (www.co.washington.ar.us) or the Fayetteville Address Point File ([website instructions](#)). The subject property and all parcels within 200 feet should be identified on this parcel map. The owner's name, official mailing address, and the parcel number for every property and resident addresses shall be shown on this map.
- (4) A copy of the decision from the Parks and Recreation Advisory Board regarding park land dedication requirements (residential projects only).
- (5) The proposed PPL site, landscaping, grading, utility, tree preservation plans, and owner authorization letter. The plans should include all required information for a PPL listed on the Plat Requirements checklist in Section 166.03 of the Fayetteville Unified Development Code. These requirements are listed on the Plat Requirements and grading permit checklist pages in this application.
- (6) One (1) digital copy in PDF format of the Drainage Report or Drainage Letter (if exempt from Drainage Criteria Manual requirements).
- (7) Completed Tree Preservation forms and application (see attached).
- (8) Authorization signed by current property owner of record or written verification signed by such owner designating a project representative.
- (9) **The applicant is responsible for meeting the public notification requirements for a preliminary plat listed on the Notification Requirements pages in this application.**

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**

PRELIMINARY PLAT - PLAT REQUIREMENTS CHECKLIST
(Fayetteville UDC Section 166.03)

1	Name, address, zoning and property lines of all property owners adjacent to the exterior boundaries of the project.
2	Name, address, telephone numbers of owner(s), developer(s) and project representatives.
3	North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
4	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.
5	Provide a complete and accurate legend.
6	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.
7	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.
8	The location of all existing structures.
9	Written legal descriptions including area in square feet or acres that read clockwise (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.)
10	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.
11	Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC & GS Datum. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc.
12	Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
13	Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83).
14	Curve data for any street which forms a project boundary.
15	Show 100-yr floodplain and/or floodway and based flood elevations. Reference the FIRM panel number and effective date.
16	Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.
17	Existing and proposed topographic information with source of the information noted. Show: a. Two foot contour intervals for ground slope between level and ten percent. b. Five foot contour interval for ground slope exceeding ten percent.
19	Spot elevations at grade breaks along existing round centerlines, gutter inns and top of curbs or edge of pavement.
20	Contours of adjacent land within 100 feet of the project shall also be shown.
21	Delineate trees to be retained on-site and the measures to be implemented for their protection.
22	Clearly depict the limits of soil disturbance to include all areas to be graded both on and off-site.
23	Show proposed location of all utilities.
24	Landscape proposals for parking lots and/or tree replacement requirements shall include proposed plant species and size. Existing and proposed utility lines shall be shown on the plan. State the method for irrigating the plant material on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds.
25	Show on the drawing all known 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.
26	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.
27	Show all storm sewer structures, sanitary sewer structures and drainage structures: a. Provide structure locations and types. b. Provide pipe types and sizes.
28	Sanitary sewer systems: a. Provide pipe locations, sizes, and types; and service location. b. Manhole locations of rim and invert elevations
29	Note the occurrence of any previous overflow problems on-site or in the proximity of the site.
30	If a septic system is to be utilized, provide a table of acreage and percolation rates.
31	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.
32	Underground or surface utility transmission lines: (Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable): a. Locations of all related structures (pedestals, poles, etc.) b. Locations of all lines (note whether the line is below or above ground). c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
33	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.
34	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.
35	A layout of adjoining property (within 300') in sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the Master Street Plan, Aerial Photos, and the City Plat Pages located in the Planning Office if requested.
36	The location of all existing and proposed street lights (at every intersection, cul-de-sac & every 300' and associated easements to serve each light).
37	The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade where pads are proposed for building sites. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
38	For phased development, a plat showing all phases is required.
39	Provide a note of any known existing erosion problems on-site or within 300' downstream of the property.
40	The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
41	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)
42	The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.).
43	The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.
44	The location and size of existing and proposed signs, if any.
45	Location of buffer strips, fences or screen walls, where required (check Unified Development Code for specific requirements).
46	Indicate location and type of garbage service. Dimension turnaround area at dumpster location.
47	A description of commonly held areas, if applicable.
48	Draft of covenants, conditions, and restrictions, if any.
49	A written description of requested waivers or variances.
50	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.
51	Preliminary grading and drainage plans and reports as required in the City Engineer's Office.
52	Any other data or reports as deemed necessary for project review by the Zoning and Development Administrator, City Engineer or Planning Commission.
	<i>The Zoning & Development Administrator and City Engineer may waive any of these application requirements when, in their discretion, any such requirement is not necessary due to the nature of the proposed project, or other circumstances justify such waiver. A pre-application conference may be arranged and is encouraged to review the proposed project and discuss the checklist requirements.</i>
	(Note: As this request goes through the review process, revised copies of the project plans will be required (see 'materials required for submittal' notice.)

NOTIFICATION REQUIREMENTS

Written Notification Process:

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. CUP applications for special uses must notify all property owners in writing within 500 feet of the perimeter of the property. CUP special uses include: *Dance halls; Facilities emitting odors and facilities handling explosives; wireless communication facilities; carnival, circus, amusement park or similar temporary open-air enterprise; manufactured and mobile homes; outdoor music establishments; sexually oriented business.*
3. The applicant shall provide the following to the Planning Division (**contact staff planner or Development Services coordinator for submittal deadline**):
 - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
 - b. map showing the landowners' relationship to the site (City's Address Point File)
 - c. copy of the notice sent to the landowners and residents (**example attached**)
 - d. certificate of mailing (**example attached**)
 - e. [Click here to learn how to create the list of those being notified.](#)

Sign Posting Process:

- (1) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant (**contact staff planner or Dev. Svcs. coordinator for date to pick up sign**).
 - a. The applicant shall post notice on the land for which the use is requested in a visible, prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
 - b. The staff planner may require an alternate location where the property is not adjacent to a street.
 - c. Additional signs may be required by the staff planner.
- (2) The applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (**example attached**).
- (3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows:

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

(name of person completing the mailing)

(signature of person completing the mailing)

City File No./Name: _____

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WRITTEN NOTIFICATION FORM

Project Description:

The applicant Name proposes a Type of Development at Project Address.

Building/land Use: _____

Zoning: _____

Size of Property: _____

Density/Intensity: _____

Public Hearings:

Subdivision Committee; 9:00 AM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 326) Fayetteville, AR 72701

Planning Commission; 5:30 PM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location:

The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.

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CERTIFICATE OF SIGN POSTING



I, _____ (print the name of the
applicant/representative/person posting sign), attest that the above sign was posted on
_____ (month/day/year) adjacent to
_____ (name of street).

(signature of person completing the sign posting)

City File No./Name: _____