

RESIDENTIAL PLOT PLAN SUBMITTAL CHECKLIST



Plot Plan Requirements		
Sewer Lot	Septic Lot	Description
<i>General Items</i>		
<input type="checkbox"/>	<input type="checkbox"/>	1. Provide Benton County Assessor parcel number and ownership information for the parcel.
<input type="checkbox"/>	<input type="checkbox"/>	2. Provide title block showing project name, scale, firm or individual preparing drawing, date and revisions.
<input type="checkbox"/>	<input type="checkbox"/>	3. Show north arrow, scale, and complete legend.
<i>Boundary Information</i>		
<input type="checkbox"/>	<input type="checkbox"/>	4. Show and label the boundary for the property.
<input type="checkbox"/>	<input type="checkbox"/>	5. Show required or recorded setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	6. Show and label all easements of record.
<i>Buildings and Structures</i>		
<input type="checkbox"/>	<input type="checkbox"/>	7. Show the dimensions of the building in relation to all property boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	8. Show the proposed placement of the structure(s) and any attachments (garages, carports, outbuildings, decks, porches, steps, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	9. Show the proposed location, width, length, turning radii, and material of the driveway and its connection to the street surface. Label the center line of the driveway, and dimension to the nearest driveway center line.
<input type="checkbox"/>	<input type="checkbox"/>	10. Show the edge and centerline for driveways on adjacent parcels.
<input type="checkbox"/>	<input type="checkbox"/>	11. Show the location, pipe material, and inverts of proposed driveway culverts.
<i>Floodplain Information</i>		
<input type="checkbox"/>	<input type="checkbox"/>	12. If applicable, show 100 year floodplain and/or floodway and base flood elevations. Reference the FEMA FIRM panel number and effective date.
<input type="checkbox"/>	<input type="checkbox"/>	13. If the property contains floodway or floodplain, provide the proposed finished floor elevation of all structures.
<i>Utility Information</i>		
<input type="checkbox"/>	<input type="checkbox"/>	14. Show all known on-site and immediate off-site utility locations.
<input type="checkbox"/>	<input type="checkbox"/>	15. Show the location of the water meter, proposed service routing, and approval from the Bella Vista Village POA Water Department.
<input type="checkbox"/>	<input type="checkbox"/>	16. Show the location of the sewer connection, proposed service routing, and approval from Village Waste Water.
<i>Septic Lot Only Items</i>		
	<input type="checkbox"/>	17. Provide contact information for the licensed surveyor preparing the survey.
	<input type="checkbox"/>	18. Show property corner monuments and whether they are found or set.
	<input type="checkbox"/>	19. Provide a permanent, well defined benchmark defined within an accuracy of 1/100 th of a foot.
	<input type="checkbox"/>	20. Show existing topographic information as follow: <ul style="list-style-type: none"> • One foot contour interval for ground slope between level and ten (10) percent. • Two foot contour interval for ground slope above ten (10) percent.
	<input type="checkbox"/>	21. Indicate spot elevations at grade breaks along existing road center lines; gutter lines and top of curbs or edge of pavement; and ditch inverts and culverts.
	<input type="checkbox"/>	22. Septic system design including tank and leach field locations.

This checklist is provided as a guide for information that should be included on plan sets. Departmental Staff may require additional information to complete plan review. Refer to the Arkansas Fire Prevention Code, Volume III, and other applicable codes for specific requirements.