

# Incidental Subdivision Application



Please fill out this form completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided. All application fees are non-refundable.

**Fee: \$125.00 per request**

**PRIMARY CONTACT** (select one):     Engineer/Surveyor     Applicant/Agent     Owner

## PROPERTY INFORMATION

Project Name:			
Property Address:		Parcel #:	
Lot:	Block:	Subdivision:	
<b>Application Type:</b>	Lot Split / Combo: <input type="checkbox"/>	Minor Subd: <input type="checkbox"/>	PL Adjust: <input type="checkbox"/> Correction Plat: <input type="checkbox"/>

## OWNER INFORMATION

**OWNER CERTIFICATION:** By my/our signature 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. I/we have read this application and consent to its filing. Further, I/we authorize the agent listed below to represent me/us in proceedings with the City of Bella Vista regarding this application. *(See reverse for additional acknowledgements)*

Name:		Owner Signature:	
Mailing Address:		City:	State:    Zip:
Phone:	Phone:	Email:	
Name:		Owner Signature:	
Mailing Address:		City:	State:    Zip:
Phone:	Phone:	Email:	

## APPLICANT / AGENT / ENGINEER / SURVEYOR INFORMATION

**APPLICANT / AGENT ACKNOWLEDGEMENT:** By my signature below, I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. *(See reverse for additional acknowledgements)*

Name:		Applicant/ Agent Signature:	
Mailing Address:		City:	State:    Zip:
Phone:	Phone:	Email:	

***This application is not valid unless signatures on both the front and back of this form have been provided.***

## FOR OFFICE / REVIEW USE ONLY

Application Date:	How Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Plastic	Work Session Date:
Reviewer:	Permit Fees:	PC Meeting Date:
Permit #:	Receipt #	PC Action:
File #:	Zoning:	Floodplain? Y / N

## APPLICATION CHECKLIST

<input type="checkbox"/>	A completed application with appropriate fee.
<input type="checkbox"/>	Three paper and one digital complete sets of reproducible Mylar and digital drawings, of all improvements and drawn to a conventional engineering scale, for printing on sheets no larger than 24" x36". Development Plans shall conform to Municipal Code Chapters 107 and 109.
<input type="checkbox"/>	Copy of land deed showing ownership of the property.
<input type="checkbox"/>	Provide a copy of each maintenance and/or access agreement(s) between Owner, Developer and City, if applicable.
<input type="checkbox"/>	Provide a copy of each variance granted by the City to the Owner and/or Developer for the project, if applicable.

## ACKNOWLEDGEMENTS

By my signature below, I hereby acknowledge and understand the following:

- 1. Administrative Review and Approval.**
  - a. The Director of the Department of Community Development Services may review and administratively approve a lot split, minor subdivision, property line adjustment, or correction plat if no dedications are being made.
  - b. Within fourteen (14) days of receipt of the complete plat from the applicant, the Director of the Department of Community Development Services will approve, approve with conditions, or disapprove the plat.
    - i. **If the plans are approved**, a building permit can be issued after the applicant records the plat at the Office of the Benton County Circuit Clerk and provides the City with 2 paper copies, 1 pdf copy, and 1 AutoCAD drawing copy.
    - ii. **If the plans are approved with conditions**, the conditions will be outlined in written form to the owner/developer. The signature of the owner/developer on the form with the conditions of approval will be deemed his agreement to comply with the conditions, and a building permit may be issued.
    - iii. **If the plat is disapproved**, the reasons will be provided in writing to the owner/developer.
  - c. If the Director of the Department of Community Development Services determines that there is a necessity of transmitting the plans to outside sources for additional comment or in-depth study, he will notify the developer in writing within fourteen (14) days of receipt of plans, that a decision will not be made within the fourteen (14) day time period, what the reasons are for the delay and the date at which a decision can be expected.
  - d. All approvals to any plat will be signified by signature of the Director of the Department of Community Development Services on the development plan.
- 2. Planning Commission Action.** The Planning Commission shall approve, approve with conditions, or disapprove any incidental subdivision that is not being administratively approved. Disapproval of the plat shall be transmitted to the applicant with the reasons therefore within fifteen (15) days after the meeting at which the plat was disapproved.
- 3. Recording.** If approved, and after all conditions have been met, the applicant will submit the plat for recording with the Benton County Circuit Clerk. Two (2) recorded paper copies and digital copy in AutoCAD (dwg) and pdf formats on CD will be furnished by the applicant to the Planning, Building, and Code Enforcement Department.

Owner / Agent Signature:	Date:
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## FOR OFFICE / REVIEW USE ONLY

Application Date:	How Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Plastic	Work Session Date:
Reviewer:	Permit Fees:	PC Meeting Date:
Permit #:	Receipt #	PC Action:
File #:	Zoning:	Floodplain? Y / N

## SURVEY REQUIREMENTS / DRAWING CHECKLIST

<input type="checkbox"/>	Contact information for the licensed surveyor preparing the survey, including license number.
<input type="checkbox"/>	Benton County Assessor parcel number and ownership information for the parcel.
<input type="checkbox"/>	North arrow, scale, and complete legend.
<input type="checkbox"/>	Zoning classification of the subject parcel, if applicable.
<input type="checkbox"/>	Boundary for the property as well as any proposed lot lines.
<input type="checkbox"/>	Property lines of all property owners adjacent to the exterior boundaries of the parcel.
<input type="checkbox"/>	Label city boundaries as applicable.
<input type="checkbox"/>	Two (2) controlling corners with State Plane coordinates.
<input type="checkbox"/>	Written legal descriptions including area in square feet and acres for each tract.
<input type="checkbox"/>	Label the point of beginning for each tract from a permanent, well-defined referenced point.
<input type="checkbox"/>	Curve data for any street rights-of-way which forms a project boundary. Curve data shall include at a minimum radius, and arc and chord distance.
<input type="checkbox"/>	Street right-of-way lines are to be clearly labeled. The drawing shall depict any future ROW needs as determined by AHTD and the Master Street Plan. Future and existing ROW and their centerlines shall be shown and dimensioned. All future ROW shall be dedicated on the drawing or by separate easement and ROW plat.
<input type="checkbox"/>	Show 100-year floodplain, floodway, and known base floor elevations. Reference the FEMA FIRM panel number and effective date.
<input type="checkbox"/>	General vicinity map with a radius of one mile from the project.
<input type="checkbox"/>	Location of all existing structures.
<input type="checkbox"/>	All known on-site and off-site existing utilities and easements (dimensioned) and provide structure locations, types, and conditions noting them as "existing" on the plat, if applicable.
<input type="checkbox"/>	Existing easements shall show the name of the easement holder, purpose of the easement, and recording information. If an easement is blanket or indeterminate in nature, a note should be placed on the plat.
<input type="checkbox"/>	Sanitary sewer systems (existing & proposed), if applicable: <ul style="list-style-type: none"> <li>• Letter of approval from system operator;</li> <li>• Pipe locations, sizes, and types;</li> <li>• Manhole locations, rim and invert elevations;</li> <li>• Line profiles including slope in percentage, existing and proposed utility crossings or parallel in vicinity;</li> <li>• If lift station is proposed, submit plans for review before submission to ADEQ;</li> <li>• Off-site existing and/or proposed plans for gravity sewer and force mains serving the development, if applicable.</li> </ul>
<input type="checkbox"/>	Indicate the occurrence of any previous overflow problems of sewer or septic systems on-site or in the proximity of the site.
<input type="checkbox"/>	Indicate the width, approximate locations, and purposes of all proposed easements or rights-of-way for utilities, drainage, water, sewer, flood control, ingress/egress or other public purposes within and adjacent to the project.
<input type="checkbox"/>	Identify and dimension all access easements, including ingress and egress.
<input type="checkbox"/>	Locations of existing or proposed ground leases or access agreements, if known (e.g. shared parking lots, drives, areas of land that will be leased). List any deeded mineral, gas and oil rights and registry recording information.
<input type="checkbox"/>	For phased development, a plat showing all phases is required.
<input type="checkbox"/>	Proposed street names shall be included on all Preliminary Plats. The City of Bella Vista will work in conjunction with the Benton County 911 Administration and the developer to determine all final (proposed) street names, which shall appear on all Final Plats.
<input type="checkbox"/>	Minimum Finish Floor Elevation (FFE) for all buildable lots.
<input type="checkbox"/>	The lot layout, the dimension of each side, each lot number, total area of each lot in square footage or acreage to the nearest 0.01 acre, and the approximate finish grade for proposed building sites. Lots shall be numbered consecutively for all phases. The numbers shall be associated with each phase of subdivision. The total number of lots shall be indicated on the plat. Subdivision names shall be shown and considered final as approved on the Preliminary Plat.

## SURVEY REQUIREMENTS / DRAWING CHECKLIST

<input type="checkbox"/>	Note of any known existing erosion problems on-site and within 250 feet downstream from the property. Provide locations and type of all silt control devices to maintain silt on-site.
<input type="checkbox"/>	Location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
<input type="checkbox"/>	Locations of all known potentially dangerous area, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards to, including but not limited to, abatement walls and signage.
<input type="checkbox"/>	Provide existing or draft covenants, conditions, and restrictions.
<input type="checkbox"/>	Show size, location, and type of all existing trees over six (6) inches or more in DBH except in areas determined by the Mayor or his designee to be heavily wooded. Heavily-wooded areas may show the limits of the tree line(s) instead of individual trees, upon approval by Department Director or approved designee.

## SIGNATURE BLOCKS

### 1. Certificate of Surveying Accuracy

I, \_\_\_\_\_, hereby certify that this plat correctly represents a boundary survey made by me and boundary markers and lot corners shown hereon actually exist and their location, type and material are correctly shown and all minimum requirements of the Arkansas Minimum Standards for Land Surveyors have been met.

Signed: \_\_\_\_\_ Date of Execution: \_\_\_\_\_  
Registered Land Surveyor  
State of Arkansas Registration No. \_\_\_\_\_

### 2. Certificate of Engineering Accuracy

I, \_\_\_\_\_, hereby certify that this plan correctly represents a plan prepared under my direction and engineering requirements of the Bella Vista Subdivision Regulations have been complied with.

Signed: \_\_\_\_\_ Date of Execution: \_\_\_\_\_  
Registered Engineer  
State of Arkansas Registration No. \_\_\_\_\_

### 3. Certificate of Approval

Pursuant to the City of Bella Vista Subdivision Regulations and all other conditions and approvals having been completed, this document is hereby accepted. This Certificate is hereby executed under the authority of the said rules and regulations.

Signed \_\_\_\_\_ Date of Execution: \_\_\_\_\_  
Mayor

### 4. Certificate of Ownership

We the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted, and subdivided and do hereby lay off, plat, subdivide said real estate in accordance with this plat and do hereby dedicate to the use of the public the streets, alleys, drives, and easements as shown on said plat.

Signed: \_\_\_\_\_ Date of Execution: \_\_\_\_\_  
Name & Address: \_\_\_\_\_ Source of Title: Deed Record \_\_\_\_\_ Page \_\_\_\_\_

## ACKNOWLEDGMENT

State of Arkansas            )  
  )  
County of \_\_\_\_\_        )

On this day before the undersigned, a Notary Public duly qualified and acting in and for the county and state aforesaid, personally appeared \_\_\_\_\_, satisfactorily proven to be the person(s) whose name(s) appear(s) as the Owner(s) in the foregoing instrument, and stated that he/she/they has/have executed the same for the consideration, uses and purposes therein stated.

In witness whereof, I hereunto set my hand and on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_