

# TOWN OF HIGHFILL, ARKANSAS

## APPLICATION & CHECKLIST FOR A PRELIMINARY PLAT

**STAFF USE ONLY**

Date Application Submitted \_\_\_\_\_  
Date Accepted as Complete \_\_\_\_\_  
Case Number \_\_\_\_\_

**FEE: \$250.00**  
**(plus \$5.00 per lot)**

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**APPLICATION:**

Fill out this form 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.*

**GENERAL INFORMATION**

Developer \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Day Phone: \_\_\_\_\_  
Fax #: \_\_\_\_\_

Representative \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Day Phone: \_\_\_\_\_  
Fax #: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Day Phone: \_\_\_\_\_  
Fax #: \_\_\_\_\_

**Indicate where correspondence should be sent:**

\_\_\_\_\_ Applicant  
\_\_\_\_\_ Representative  
\_\_\_\_\_ Owner

**PROPERTY DESCRIPTION**

Site Address: \_\_\_\_\_  
\_\_\_\_\_

Attach legal Description of Property. (May be found on deed or current survey of property.)

**PRELIMINARY PLAT**

Please attach the following documents to this Preliminary Plat Application:

1. A receipt from the town acknowledging payment of the filing fee.
2. Twelve (12) copies of the preliminary plat and related documents listed herein.
3. A Certificate stating that the preliminary plat was prepared by a licensed and qualified engineer or land surveyor
4. A Certificate stating that the accuracy of all survey data was certified by a licensed land surveyor.

When any subdivision of a tract of land is proposed to be made, the developer shall first submit to the Town Recorder's Office at least thirty (30) calendar days prior to the Planning Commission meeting at which the plat is to be considered, (a) this Application and (b) the preliminary plat containing the following information:

**Preliminary Plat Checklist:\***

YES	NO	N/A	
€	€	€	1. Blueline or blackline prints of the proposed subdivision drawn to a scale of not greater than one hundred (100) feet to the inch.
€	€	€	2. Sheet size no greater than thirty-six (36) inches by forty-eight (48) inches.
€	€	€	3. Whenever two (2) or more sheets are required, they are accompanied by an index sheet showing the entire subdivision layout in one (1) sheet.
€	€	€	4. A key map showing the tract and its relation to the surrounding area.
€	€	€	5. The name of the owner <u>and</u> developer.
€	€	€	6. The name and seal of the registered land surveyor responsible for the survey and contour information on the plat.
€	€	€	7. The title or name of the subdivision which must not be so similar to that of an existing subdivision as to cause confusion.
€	€	€	8. North point, date, and graphic scale.
€	€	€	9. Existing and proposed subdivision restrictive covenants and restrictions.
€	€	€	10. The location, name, and width of all existing streets, alleys, and easements within or adjacent to the proposed subdivision or within a distance of two hundred (200) feet of the proposed subdivision.
€	€	€	11. Physical features of the property to be subdivided, including location and size of all watercourses, ravines, bridges, culverts, existing structures, drainage area in acres draining into the subdivision. This information shall be shown on the contour map.
€	€	€	12. Ground elevation with contours at vertical intervals not exceeding one (1) foot; elevations marked on such contours shall be based on mean sea level elevation.
€	€	€	13. The plat shall show the actual boundary survey and legal description; however, the layout of the proposed subdivision lots, blocks, and streets may be scaled dimensions. The acreage to be subdivided shall be shown.
€	€	€	14. The proposed plan for the subdivision shall be shown, including all proposed streets and their names. Alleys, easements, width of rights-of ways for streets and alleys, the proposed pavement width and storm drainage shall be shown.

- € € € 15. Source of water supply.
- € € € 16. Plans of proposed utility layouts (water, gas, sanitary sewer, electricity, storm sewer, etc.) and evidence that the appropriate utilities will be provided.
- € € € 17. Typical cross sections of all streets.
- € € € 18. Indication of the use of any lot other than single-family residential, proposed by the subdivider.
- € € € 19. Dimensions in feet and hundredth parts thereof, bearings, and curve data for all lot, block street and street pavement lines.
- € € € 20. Location and description of all section line corners and government survey monuments in or near the subdivision to at least one (1) of which the proposed subdivision shall be referenced.
- € € € 21. Building setback lines with dimensions.
- € € € 22. Location and dimensions of all proposed water lines and fire hydrants.
- € € € 23. Street sign locations.
- € € € 24. Streetlight locations.
- € € € 25. Approximate location and description of all property proposed to be dedicated or reserved for public use or to be reserved by deed covenant for use of all property owners in the subdivision with conditions, if any, of such dedication or reservations.
- € € € 26. If the proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a tentative master plan of the entire subdivision shall be submitted with the preliminary plat of the portion first to be subdivided.
- € € € 27. The master plan shall conform in all respects to the requirements of the sketch plat, except it may be on a scale not more than one (1) inch to four hundred (400) feet.
- € € € 28. The following notice: **“PRELIMINARY PLAT FOR INSPECTION PURPOSES ONLY. NOT APPROVED FOR RECORD PURPOSES.”**
- € € € 29. A Certificate of Preliminary Plat Approval listed as follows:  
 “All requirements of the Highfill Subdivision Regulations relative to the preparation and submittal of a Preliminary Plat having been fulfilled, approval of this Plat is hereby granted, subject to completion of Final Plat provisions of said Regulations. This certificate shall expire \_\_\_\_\_.  
 Date

(Signed)

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Chairman  
Highfill Planning Commission.”

€ € €

30. A Preliminary Engineering Certificate listed as follows:

“I, \_\_\_\_\_, hereby certify that this proposed Preliminary Plat correctly represents plans and specifications completed by me, or under my supervision on \_\_\_\_\_, 20\_\_; that the boundary shown hereon corresponds with the description in the deeds cited in the above Source of Title; and that all monuments which were found or placed on the property are correctly described and located.

(Signed)

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Name  
Registered Professional Engineer  
No.\_\_\_\_, Arkansas”

€ € €

31. A Preliminary Surveyor’s Certificate listed as follows:

“I, \_\_\_\_\_, hereby certify that this proposed Preliminary Plat correctly represents a survey completed by me, or under my supervision, on \_\_\_\_\_, 20\_\_; that the boundary lines shown hereon correspond with the description in the deeds cited in the above Source of Title; and that all monuments found or placed on the property are correctly described and located.

(Signed)

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Name- Registered Land Surveyor  
No.\_\_\_\_\_, Arkansas”

**\* Applicant shall positively certify each item. Where “no” or “N/A” is checked, Applicant shall submit a written explanation why the item is not positively certified.**

**APPLICANT / REPRESENTATIVE:** 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 incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the Town may not approve my application or may set conditions on approval.

\_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER/AUTHORIZED AGENT:** I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

\_\_\_\_\_ Date: \_\_\_\_\_