

**TOWN OF HIGHFILL
IN-HOUSE CHECKLIST FOR A FINAL PLAT**

Case Number _____
 Date Application Submitted _____
 Name of Developer _____
 Name of Representative _____
 Name of Property Owner _____
 Name of Subdivision _____

GENERAL INFORMATION

YES	NO	N/A	
€	€	€	1. Does the above listed information match the information from the Application submitted?
€	€	€	2. Is contact information complete and adequate?
€	€	€	3. Does the Application contain a complete legal description?
€	€	€	4. Has the Town received the correct application fee of \$300?
€	€	€	5. Has the Town accepted and certified a Preliminary Plat for said Subdivision?
€	€	€	6. Does the Application contain a receipt from the Town acknowledging payment of the filing fee?
€	€	€	7. Has the Town received a statement by the engineer, employed by the Town, that the developer has either: (1) installed all improvements in accordance with the plans and specifications approved by the planning commission or (2) a performance guarantee in the form of a bond, or irrevocable letter of credit payable to the Town has been posted with the Recorder/Treasurer in sufficient amount to assure the completion of all required improvements?
€	€	€	8. Has the Town received a reproducible original and ten (10) blue-line or blackline prints of a scale of not more than one hundred (100) feet to the inch and one copy in reproducible, digital format?
€	€	€	9. Has the Application been signed by the property Owner?
€	€	€	10. Has the Application been signed by the Developer (if different from Owner)?
€	€	€	11. Has the Certificate of Owner been executed?
€	€	€	12. Has the Certificate of Surveying Accuracy been executed?
€	€	€	13. Has the two (2) year maintenance bond in the amount of fifty percent (50%) of the cost of all improvements payable to the Town been received?

€	€	€	14. Has the Town received a file marked copy of the restrictive covenants and restrictions?
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FINAL PLAT

Does the Final Plat contain the following:

YES	NO	N/A	
€	€	€	1. The drawing shall be neat, legible and suitable for filing for record in the office of the county circuit clerk. The document shall not contain patching or pasting of paper or other attachments.
€	€	€	2. Allowance shall be made for a one-half inch border at the top, bottom, and right edges of the sheets, and a one-and-one-half inch border at the left edge of the tracing sheets.
€	€	€	3. When more than one (1) sheet is used for a plat, a key map showing the entire subdivision on a smaller scale shall be shown on the first sheet.
€	€	€	4. Whenever more than one (1) sheet must be used to accurately portray the lands subdivided, each sheet must show the particular number of that sheet, and the total number of sheets included, as well as clearly labeled match lines to show where other sheets adjoin.
€	€	€	5. Boundary and written legal description of the property in the subdivision.
€	€	€	6. Names and addresses of the owner(s) and developer(s).
€	€	€	7. The name of the subdivision, town, county, and state shall be shown in bold letters inside the margin at the top of each and every sheet included.
€	€	€	8. Acreage in the subdivision.
€	€	€	9. Date.
€	€	€	10. A prominent North arrow shall be drawn on every sheet included showing any portion of the lands subdivided, and when possible, it shall be placed in the upper right-hand corner. The bearing reference shall be clearly stated on the plat. A scale of one (1) inch equals one hundred (100) feet shall be used at all times unless permission to do otherwise is obtained in writing. In all cases the scale used shall be both clearly stated and graphically illustrated by a bar scale drawn on every sheet showing any portion of the lands subdivided.
€	€	€	11. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street, easement, and building setback lines with dimensions and other areas shown on the plat, as well as the outer boundaries of the lands subdivided. The purpose of any easement shown on the plat must be clearly stated, and shall be confined to only those deal with public utilities, such as gas, power, telephone, water, sanitary sewer and such drainage easements as deemed necessary for the orderly development of the land encompassed within

the plat. All such easements, relative to their usage and maintenance, must be approved by the planning commission.

- € € € 12. Location and description of any land to be dedicated or reserved for parks, schools, or other public purposes. In addition, the purpose of all areas dedicated to the public must be clearly indicated or stated on the plat.
- € € € 13. All blocks must be numbered or lettered in consecutive order. All lots within each block must be numbered in consecutive order. All streets must be named, numbered, or lettered in a manner acceptable to the town council in accordance with applicable law.
- € € € 14. All distances shall be shown in feet and to the nearest one-hundredth foot. All measurements shall refer to the horizontal plane. The course of every boundary line shown on the plat shall be indicated by a direct bearing reference or by an angle between it and an intersecting line having shown bearing, except where its description is better illustrated by measurements shown at points or intervals along a meander line having shown courses. All bearings and/or angles shown shall be given to the nearest minute of arc, to a smaller fraction to be stated in seconds of arc.
- € € € 15. Curve data shall be stated in terms of radius, central angle, and tangent, or length of curve, and unless otherwise specified by local ordinance curve data for streets of uniform width may be shown only with reference to the centerline, and lots fronting on such curves may show only the chord bearing and distance of such portion of the curve as is included in their boundary; in all other cases the curve data must be shown for the line affected.
- € € € 16. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a meander line showing complete data with distances along all lines extending beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as “more or less”, if variable. In all cases, the true boundary shall be clearly indicated on the plat.
- € € € 17. The subdivision shall be referenced by bearing and distance to one (1) or more of the following established land monuments: section, quarter corner, or one-sixteenth corner with section lines, quarter lines, or one sixteenth lines shown noted and described on the plat.
- € € € 18. All monuments to be of record must be adequately described and clearly identified on the plat. Where additional monuments are to be set subsequent to the recording of the plat, the location of such additional subordinate monuments shall be shown by a distinct symbol noted on the plat as representing subordinate monuments.
- € € € 19. All interior excepted parcels shall be clearly indicated and labeled, “NOT A PART OF THIS PLAT”.
- € € € 20. Where ponds, lakes, rivers, bayous, or canals are within or immediately adjacent to the boundary of the subdivision, normal pool elevation, mean high

“Pursuant to the Highfill Subdivision Regulations, this document is given Final Approval by the Highfill Town Council. All of the conditions of approval having been completed, this document is hereby accepted, and this certificate executed under the authority of said Regulations.

(Signed)

Date of Execution

Mayor
Town Council
Highfill, Arkansas”

€ € € 28. If the Applicant checked “no” or “N/A” on any of the preceding numbers, is there an explanation attached to the application?

€ € € 29. Is the application signed by all of the proper parties?

CERTIFICATION

I, Rob Holland, Building Inspector and Code Enforcement Officer for the Town of Highfill, Arkansas, hereby certify that I have reviewed the proposed final plat and all the requirements for a final plat have been fulfilled; except those noted below.

Rob Holland
Building Inspector and Code
Enforcement Officer for the
Town of Highfill, Arkansas

BUILDING INSPECTOR’S NOTES/COMMENTS:

