

**TOWN OF HIGHFILL
IN-HOUSE CHECKLIST FOR A PRELIMINARY 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 property description?
€	€	€	4.	Has the Town received the correct fee of \$250 plus \$5 per lot?
€	€	€	5.	Has the sketch plat been accepted by the Town?
€	€	€	6.	Has the Application been signed by the Owner?
€	€	€	7.	Has the Application been signed by the Applicant or Representative (if different than Owner)?
€	€	€	8.	Was a receipt from the Town acknowledging payment of the filing fee attached?
€	€	€	9.	Were Twelve (12) copies of the preliminary plat and related documents listed herein attached?
€	€	€	10.	Was a Certificate stating that preliminary plat was prepared by a licensed and qualified engineer or land surveyor attached?
€	€	€	11.	Was Certificate stating that the accuracy of all survey data was certified by a licensed land surveyor attached?

PRELIMINARY PLAT CHECKLIST

Does the Preliminary Plat Contain the following:

YES	NO	N/A	
€	€	€	1. Blue-line or black-line 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 and 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”

€ € €

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

CERTIFICATION

I, Rob Holland, Building Inspector and Code Enforcement Officer for the Town of Highfill, Arkansas, hereby certify that I have reviewed the proposed preliminary plat and all the requirements for a preliminary 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:

