

TOWN OF HIGHFILL, ARKANSAS
APPLICATION & CHECKLIST FOR

LOT SPLIT
(Informal Plat)

FOR STAFF USE ONLY

FEE: \$100.00

Date Application Submitted: _____
Date Accepted as Complete: _____
Case/Appeal Number: _____
Public Hearing Date: _____

Application Form

Please fill out this form completely, supplying all necessary information and documentation to support your request. This Application should include all of the information described in the checklist with this Application. ***Your Application will not be placed on the Planning Commission agenda until this information is furnished.***

I. GENERAL INFORMATION

A. Applicant: _____ Day Phone _____
Fax #: _____

Address: _____

B. Representative:
Address: _____ Day Phone _____

C. Property Owner: _____ Day Phone _____
Fax #: _____

Address: _____

D. Indicate where correspondence should be sent:

- Applicant
- Representative
- Owner

II. PROPERTY DESCRIPTION

A. Site (Physical) Address: _____

B. Current Zoning District: _____

C. Assessor's Parcel Numbers for Subject Properties: _____

D. Size of Parent Tract (in acres) before the requested split: _____

E. Number and Size of Resulting Tracts (in acres) after the requested split: _____

F. Previous Divisions of Parent Tract (dates and brief description):

G. Legal Description of Property: May be found on deed or current survey of property
(Attach to this Application Form)

III. FINANCIAL INTERESTS

A. Please attach to this Application a list of all entities and/or people having a financial interest in this project.

IV. NOTICE REQUIREMENTS

A. It is understood that notice of the public hearing on this lot split request must be sent to all property owners adjacent to the exterior boundaries of the subject property, including those across streets and alleys. This should also include notice to the record owners of all properties within 300 feet of the subject property. The notice will be given in accordance with the requirements set forth in the Checklist given with this Application.

B. It is understood that the cost of such notice shall be borne by the Applicant.

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, and 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 Town might not approve what I am applying for, or might set conditions for approval.

(name) Date: _____

PROPERTY OWNER: 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. I further certify that the above-referenced Applicant/Representative (if different from owner) is hereby authorized to act on my behalf in all respects relating to this Application and to represent me in this matter.

(name) Date: _____

CHECKLIST FOR APPLICATION*

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed Application Form signed by Property Owner. If the Applicant or Representative is different from the Property Owner, then it must be signed by Applicant also. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Payment of the application fee for processing the application (\$100.00). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Before the Planning Commission shall consider a request for lot split of any property, the Applicant for such action shall first give <u>not less than 15 days</u> written notice of the public hearing thereon to all of the record owners of properties situated within 300 feet thereof. Such notice shall be sent by certified or registered mail to the last known address of such record owners, and the Applicant shall execute and file with the Town Recorder an affidavit showing compliance herewith, attaching as exhibits to such affidavit official evidence that the notices have been so mailed. The affidavit required and the supporting exhibits must be filed with the Town Recorder <u>no later than 20 calendar days</u> prior to the meeting date. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Assessor's parcel numbers for all adjoining property owners along with a copy of the applicable assessor's parcel map showing subject parcels with property owner's names printed on the property that they own. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. A copy of the deed to the subject property must be submitted with this Application. |
| | | | 6. The Applicant shall submit as part of the Application seven (7) copies of the plat of survey certified by a registered engineer or land surveyor, showing the following information: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Lot configuration, including bearings and distances and size for each existing lot. |

- | | |
|--|---|
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>B. Lot configuration, including bearings and distances and size for each proposed lot.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>C. Legal description of parent tract, as well as remaining tracts, is required to be on Plat.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>D. Adjoining property owners, zoning and parcel numbers</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>E. Flood plain reference.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>F. Legend.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>G. All structures, drives, utility lines, and septic systems.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>H. Dimension of each right of way from the centerline.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>I. All easements – present and proposed.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>J. Vicinity map indicating several north/south streets and several east/west streets, as well as a north arrow indication.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>K. Proof that all existing lots will have access for ingress and egress.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>L. Required set-backs based on zoning district.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>M. Location of all utilities on the property.</p> |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | <p>N. Any other matters designated in the Town's Subdivision Code or requested by the Town's planning department or commission.</p> |

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. The Applicant must submit one copy of any bill of assurance, protective covenants, or other such restrictions filed of record. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Proof of county approval (or exemption) if outside city limits. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. If Lot Split is less than 1.5 acres and will not be connected to sanitary sewer, a Permit from the Arkansas Department of Health is required, allowing for an individual disposal system prior to the Lot Split Application. |
| | | | 10. A written statement with the following information: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Explanation of the proposed zoning change including current owner information and any proposed sales. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Reason (need) for requesting the zoning change. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Statement of how the property will relate to surrounding properties: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Use |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Traffic |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Appearance |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Signage |

***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.**

(NOTE: as this request goes through the review process, revised copies of the project plat will be required.)