

TOWN OF HIGHFILL  
SUBDIVISION REGULATIONS  
(Revised September 26, 2006)

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## SECTION 1. IN GENERAL

### Sec. 1-1. Short title; purposes.

These regulations shall be known and may be cited and referred to as the "Subdivision Regulations of the Town of Highfill, Arkansas," and shall apply to the areas outlined on the official planning area map of the town. These rules and regulations are intended to serve the following purposes:

- (1) To promote the health, safety, and general welfare of the residents of the town and its environs.
- (2) To avoid undue concentration of population and overcrowding.
- (3) To promote less congestion on the streets and highways.
- (4) To provide for adequate provisions for transportation, water, drainage, and other public requirements.
- (5) To provide for proper ingress and egress to properties, and neighborhoods.
- (6) To guide the future growth and development of the town in accordance with the land use plan and the master street plan.
- (7) To insure conformance of subdivision plans with the public improvement plans of the town and its environs.
- (8) To assist orderly, efficient and integrated development with the town's planning area.
- (9) To promote sound development through utilization of good design principles.
- (10) To facilitate the further re-subdivision of large tracts into smaller parcels.
- (11) To ensure proper legal descriptions and proper monuments on subdivided land.
- (12) To secure equitable handling of all subdivision plans by providing uniform procedures and standards for observance both by developers and the planning commission.

### Sec. 1-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Alley* shall mean a minor permanent public service way, not in excess of twenty (20) feet, which is used primarily for vehicular service access to the back or the side of properties otherwise abutting a street.

*Benchmark* shall mean a definite point of known elevation and location and of more or less permanent character.

*Block* shall mean an area of land surrounded by public highways, streets, streams, railroad rights-of-way, parks, or similar areas of facilities.

*Building line* shall mean a line parallel to a lot line establishing an area between it and the lot line where no portion of the building may be erected. Such prohibition shall exclude landings, open balconies, and roof overhangs, subject, however, to the further requirements of the zoning ordinance. Measurements shall be made from the nearest wall or supporting post, whichever is closest to the lot line.

*Comprehensive plan* shall mean a composite of the mapped and written proposals recommending the physical development of the community which shall have been adopted by the planning commission and town council. Said plan includes both Land Use Plan and Master Street Plan for the Town of Highfill.

*County* shall mean Benton County, Arkansas.

*Cul-de-sac* shall mean a short street having one end open to traffic and being permanently terminated within the plat by a vehicular turnaround.

*Developer* shall mean that person by whom a tract will be subdivided and improved pursuant to the requirements of this chapter.

*Easement* shall mean a grant by a property owner for the use by the public, a corporation, or persons of a strip of land (or air, for noise easements in the XNA Influence Area) for specific purposes.

*Engineer* shall mean a registered professional engineer in good standing, and licensed to practice in the State of Arkansas, whose seal shall appear on all construction drawings and plans for improvements.

*Floodplain* shall mean a geographic area susceptible to periodic inundation from overflow of natural waterways and determined as to extent by the Federal Emergency Management Agency (FEMA).

*Frontage* shall mean that edge of a lot bordering a street.

*Frontage road* shall mean a street, parallel to and adjacent to a major highway or thoroughfare, which provides access to abutting properties.

*Health department* shall mean the Arkansas State Health Department.

*Immediate family* shall mean father, mother, children, brother, sister, and the relationships existing between those people.

*Improvement plans* shall mean the engineering drawings showing types of materials and construction details for the physical structures and facilities excluding dwelling units to be installed in conjunction with the development of the subdivision.

*Improvements* shall mean street pavement, curbs and gutters, sidewalk, pavement, pedestrianway pavement, water mains, storm sewers, signs, monuments, landscaping, streetlights, fire hydrants, and other similar items.

*Lot* shall mean a platted parcel of land intended to be separately owned, developed, or otherwise used as a unit.

*Lot area* shall mean the total horizontal area within the boundaries of a lot exclusive of any area designated for street purposes.

*Lot, corner* shall mean a lot abutting upon two (2) or more streets at their intersection.

*Lot, double frontage* shall mean a lot having frontage on two (2) non-intersecting streets, as distinguished from a corner lot.

*Lot split* shall mean a subdivision which involves the dividing or redesigning of an existing lot or lots within a block of a recorded subdivision and which does not involve the dedicating, vacating, widening, narrowing or change of alignment of any thoroughfare, street, alley or easement.

*Pedestrianway* shall mean an easement or right-of-way dedicated to public use to facilitate pedestrian access to adjacent streets and properties.

*Performance guarantee* shall mean any security which may be accepted in lieu of a requirement that certain improvements be made before the planning commission approves a final plat, including performance bonds by subdividers or improvement contractors, escrow agreements, letters of credit, and other similar collateral or surety agreements.

*Planning area map or boundary* shall mean the area within the town's territorial jurisdiction for which the planning commission has determined it will prepare plans and recommended ordinances and regulations. The planning area shall be the area in which provisions of Highfill's Subdivision Regulations shall apply.

*Planning commission* shall mean the planning commission of the Town of Highfill, Arkansas.

*Plat* shall mean a map or chart indicating the subdivision or re-subdivision of land, intended to be filed for record.

*Plat, final* shall mean a finished drawing showing completely and accurately all legal and engineering information and certifications necessary for recording, and includes the bill of assurance.

*Plat, preliminary* shall mean a drawing which shows the proposed layout of a subdivision in sufficient detail to indicate unquestionable its workability in all aspect, but is not in final form for recording and the details are not completely computed.

*Plat, sketch* shall mean an informal plan of the proposed subdivision to be submitted by the developer during the pre-application process, the purpose being to acquaint the developer with plans and policies relevant to the proposed subdivision.

*Public open space* shall mean land which may be dedicated or reserved for acquisition for general use by the general public. It includes parks, parkways, greenbelts, and recreation areas.

*Roadway width* or *surfaced width* shall mean that portion of the street available for vehicular traffic, and where curbs are land, the portion between curbs.

*Slope* shall mean the rate of deviation of the ground surface from the horizontal surface, as expressed in percentages.

*Staff* shall mean employees and designees of the Town of Highfill.

*Street* shall be a general term denoting a public or private thoroughfare which affords the principal means of access to abutting property. The term includes all facilities which normally occur within the right-of-way; it shall also include such other designations as highway, thoroughfare, parkway, road, throughway, pike, avenue, boulevard, land, place, court, but shall not include an alley or a pedestrianway. For the purpose of this chapter, streets shall be classified as follows:

- (1) *Arterial streets.* Those streets designated as arterial on the Highfill Master Street Plan.
- (2) *Collector streets.* Those streets designated as collector streets on the Master Street Plan.
- (3) *Local or minor streets.* Streets that are used primarily for access to the abutting properties.
- (4) *Loop streets.* Minor streets that begin from one minor street and curve to end on the same minor street.
- (5) *Cul-de-sac.* Short local streets having one end open to traffic and being permanently terminated at the other end by a circular area which permits vehicles to turn around without having to stop and back up.
- (6) *Dead-end streets.* Those streets which have terminated at one end where vehicles must stop and back up in order to turn around.
- (7) *Marginal access street (service road).* A minor street parallel to and adjacent to high-volume arterial streets and highways which provide access to abutting properties and protection of through traffic.
- (8) *Controlled-access facility.* A freeway or expressway providing a trafficway for through traffic in respect to which owners or occupants of abutting property on lands and other persons have no legal right to access to or from the same except at such points and in such manner as may be determined by the public authority having jurisdiction over such trafficway.

*Street, existing* shall mean any street which has a minimum width of eighteen (18) feet of hard surfaced material. Gravel roads or roads which are in extremely poor condition will not qualify as an existing street for purposes of this chapter.

*Subdivider* shall mean any person dividing or proposing to divide land so as to constitute a subdivision and includes any agent of the subdivider.

*Subdivision* shall include all divisions of a tract or parcel of land into two (2) or more lots, building sites, or other divisions for the purpose, whether for immediate or future sale, or building development, and shall include all divisions of land involving the dedication of a new street or a change in existing streets; provided however, that the following shall not be within this definition, nor be subject to the subdivision rules and regulations of the town:

- (1) The division of land into parcels greater than ten (10) acres, where no street right-of-way dedication is involved.
- (2) The public acquisition by purchases or dedication of parcels of land for the widening or opening of street or other improvements.
- (3) Conveyances to family members. There shall be no prior approval required, nor shall there be restrictions on the recording of any property deeds described in metes and bounds for whole tract or tract splits between any owner of property and any member of the owner's immediate family. However, such transaction shall be permitted only once to each member of the family; provided that:
  - a. Roads are not proposed, built or altered (except for dedication).
  - b. Setback requirements contained in the town's zoning ordinance are met.
  - c. The use of the property is for single-family dwellings, silviculture, or agriculture.
  - d. Dedication of street right-of-way is in accordance with the master street plan.
  - e. There are no conflicts with other town ordinances or public agencies (health department, etc.).
  - f. Lot design and size criteria of the subdivision regulations are met.
  - g. Floodprone property and source of information be identified.
- (4) Conveyances from an estate. There shall be no prior approval required, nor shall there be restrictions on recording any property deeds measured in metes and bounds as a result of the distribution of a decedent's estate in a whole tract or a tract split to any heirs of such decedent. However, those heirs must comply with the regulations of this chapter, if further subdivisions of land are transacted, provided that:
  - a. Roads are not proposed, built or altered (except for dedication).
  - b. Setback requirements contained in the town's zoning ordinance are met.
  - c. The use of the property is for single-family dwellings, silviculture, or agriculture.
  - d. Dedication of street right-of-way is in accordance with the master street plan.
  - e. There are no conflicts with other town ordinances or public agencies.
  - f. Lot design and size criteria of the subdivision regulations are met.
  - g. Floodprone property and source of information be identified.

*Subdivision, minor* shall mean a subdivision of land into five (5) lots, parcels or other divisions or less. Minor subdivisions and lot splits may be approved in an expedited manner.

*Surveyor* shall mean a licensed state land surveyor or a registered public surveyor as authorized by the state statutes to practice the profession of surveying in the State of Arkansas.

*Town* shall mean the Town of Highfill, Arkansas.

#### Sec. 1-3. Penalty; enforcement.

(a) Any person who shall violate any of the provisions of this chapter, or who shall fail to comply with any provisions hereof within the corporate limits, or within the planning area of the town, shall be guilty of a misdemeanor, and upon conviction shall be subject to a fine not to exceed two hundred and fifty dollars (\$250.00). Each day that such violation continues shall constitute a separate offense and shall be punishable accordingly.

(b) When directed, the town attorney shall instigate appropriate legal action to enforce the provisions of this chapter or the standards referred to herein with respect to any violation that occurs within the town, or within the planning area boundary of the town.

Sec. 1-4. Interpretation.

(a) In their interpretation and application, the provisions of these regulations shall be held to be minimum requirements for the promotion of the public health, safety, and general welfare.

(b) Where the conditions imposed by any provisions of these regulations upon the subdivision of land are either more restrictive or less restrictive than comparable conditions imposed by any other applicable law, ordinance, resolution, rule or regulation of any kind, the regulations which are more restrictive and impose higher standards or requirements shall govern.

(c) These regulations are not intended to abrogate any easement, covenant, or any other private agreement, provided that where the regulations of this chapter are more restrictive or impose higher standards or regulations than such easements, covenants, or other private agreement, the requirement of these regulations shall govern.

(d) No subdivision of land which was not lawfully existing at the time of the adoption of these regulations shall be made lawful solely by reason of the adoption of these regulations, and to the extent that such subdivision of land is in conflict in any manner with the requirements of these regulations, such subdivision of land remains unlawful hereunder.

Sec. 1-5. Severability.

It is hereby declared to be the intention of the town council that the following provisions of these regulations be severable:

(a) If any court of competent jurisdiction shall adjudge any provisions of these regulations to be invalid, such judgment shall not affect any other provision of these regulations not specifically included in such judgment.

(b) If any court of competent jurisdiction shall adjudge invalid the application of any provision of these regulations to be a particular subdivision of land, such judgment shall not affect the application of such provisions to any other subdivision of land, not specifically included in such judgment.

Sec. 1-6. Amendments.

For the purpose of promoting the public health, safety, and general welfare, the planning commission may recommend amendments to these regulations, for which a public hearing shall be held, and a fifteen (15) day advance notice is published in a local newspaper of general circulation. Following such hearing, the town council may adopt the amendment or amendments as recommended by the planning commission. Alternatively, amendments to these regulations may be recommended and made by a majority vote of the town council following a public hearing.

Sec. 1-7. Intent.

These regulations are established with reasonable consideration for the existing character of the town with a view toward conserving the value of buildings upon the land and providing the best possible living environment. It is intended that these regulations shall supplement and facilitate the enforcement of the provisions for development contained in the building code, zoning ordinance, and comprehensive (land use and master street) plan.

Sec. 1-8. Authority.

(a) By authority of the ordinance establishing the planning commission, adopted pursuant to the powers and jurisdictions vested through applicable state statutes, the planning commission does hereby exercise the power and authority to review, approve, and disapprove plats for subdivision of land within the planning area jurisdiction which shows lots, blocks, or sites with or without new streets or highways.

(b) By the same authority, the planning commission does hereby exercise the power and authority to pass and approve the development of platted subdivisions of land already recorded in the office of the county circuit clerk, if such plats are already platted and undeveloped, with no improvements.

(c) The plat shall be considered to be entirely or partially undeveloped, if:

- (1) Such plat has been recorded with the county circuit clerk's office without a prior approval by the planning commission and town council;
- (2) Such plat has been approved by the planning commission and town council where the approval has been granted more than three (3) years prior to the granting of a building permit on the partially or entirely undeveloped land, and the zoning ordinance, either bulk or use for the district in which the subdivision is located, has been changed subsequent to the original final subdivision approval.

#### Sec. 1-9. Review of plats generally.

Any developer of land within the planning area shall submit to the planning commission, plats of the subdivision and plans for indicated improvements according to these regulations. The planning commission shall meet on the fourth Tuesday of each month, and shall review all aspects of each proposed subdivision, and shall take such action as deemed appropriate. In considering the approval of a plat, the commission shall have the final authority to observe and enforce the requirements and procedures as set forth herein. In the case of a plat constituting a replat of land into two (2) or more lots, all of which will be served by an existing street or streets, the commission shall have the power to vary such requirements so that substantial justice may be done and the public interest served.

#### Sec. 1-10. Special provisions.

(a) No building, repair, plumbing, or electrical permits shall be issued by the town for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained in this chapter or referred to herein have not been complied with in full.

(b) The town shall not repair, maintain, install or provide any street or public utility service in any subdivision for which a final plat has not been approved and filed for record, nor in which the standards contained in this chapter or referred to herein have not been complied with in full.

(c) The town shall not sell or supply any utility service within a subdivision for which a final plat has not been approved or filed for record, nor in which the standards contained in this chapter or referred to herein have not been complied with in full.

(d) If any subdivision exists for which a final plat has been approved or in which the standards contained in this chapter or referred to herein have not been complied with in full, and the town council shall pass a resolution reciting the fact of such noncompliance or failure to secure final plat approval, and reciting the fact that the provisions of paragraphs (a), (b) and (c) of this section will apply to the subdivision and the lots therein, the recorder/treasurer shall, when directed by the town council, cause a certified copy of such resolution under the corporate seal of the city to be filed in the deed records of the county. If full compliance and final plat approval are secured after the filing of the instrument in the deed records, paragraphs (a), (b) and (c) no longer apply.

(e) The provisions of this section shall not be construed to prohibit the issuance of permits for any lots upon which a residence building exists and was in existence prior to passage of the initial subdivision, nor prohibit the repair, maintenance, or installation of any street or public utility services for, to, or abutting any lot, the last recorded conveyance of which prior to passage of this ordinance was by metes and bounds, and/or any subdivision or lot, therein, recorded, which subdivision was in existence prior to the passage of this chapter. Certificate of occupancy permits will be issued when utilities and streets are complete and accepted by the town.

(f) Deferment of final street improvements will be accepted only under the following conditions:

- (1) The property is adequately served by all weather facilities for ingress and egress for pedestrian and vehicular traffic, including fire apparatus.
- (2) The property is served by all essential permanent utilities, such as water, sewage, electricity, and gas.
- (3) The reason for non-completion at this time is beyond the control of the builder and is one which makes it impossible and impracticable to proceed.
- (4) The work can be completed in twelve (12) months or less.
- (5) The occupancy of the deferred properties will not be seriously handicapped in the use of the properties by the deferment of the work, nor will postponement endanger, mar, or destroy work previously completed (such as provision of adequate drainage outfall, for example).

Sec. 1-11. Modification of design requirements, deviations.

(a) *Generally.* Where the planning commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve deviations to these subdivision regulations so that substantial justice may be done and the public interest secured, provided that such deviations shall not have the effect of nullifying the intent and purposes of these regulations; and further provided the planning commission shall not approve deviations unless it shall make findings based upon evidence presented to it in each specific case that the request conforms to all of the following conditions:

- (1) The granting of the deviation will not be detrimental to the public safety, health, or injurious to other property.
- (2) The conditions upon which the request for a deviation is based are unique to the property for which the deviation is sought and are not applicable generally to other property.
- (3) Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out.
- (4) That the special conditions and circumstances do not result from the actions of the applicant.
- (5) The deviations will not in any manner vary the provisions of the zoning ordinance, the land use plan, the master street plan, or the official planning area map.

(b) *Conditions.* In approving deviations, the planning commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.

(c) *Procedures.* A petition for any such deviation shall be submitted in writing by the subdivider at the time when the preliminary plat is filed for the planning commission. The petition shall state the grounds for the application and all of the facts relied upon by the petitioner.

Sec. 1-12. Floodplain development.

(a) *General.* Land may not be platted and subdivided except in conformance to the floodplain regulations of the town.

(b) *Liability.* The town will not be financially liable for any damages due to flooding.

(c) *Subdivision occurring in the floodplain.* The preliminary and final plat of any subdivision wholly or partially occurring in the 100-year floodplain as designated by the Federal Emergency Management Agency (FEMA) shall contain finished minimum floor elevations and existing lot elevations on each lot.

Sec. 1-13. Provisions for acquisition of land for public use.

(a) *General: dedication, condemnation, and purchase.* Whenever a tract of land is to be subdivided, including proposed sites for public uses as indicated on any of the following maps: official planning area map, adopted land use map or master plan map, the land can either be dedicated for public use, purchased or eminent domain procedures can be applied by the appropriate public body. The developer shall give the appropriate public body a forty-five-day period, in which the aforementioned agency may express its interest in the proposed subdivision in connection with the provision of public uses. Should such an interest be expressed, the public body shall have a period of an additional forty-five (45) days within which to arrange for the acquisition of the property. If purchase negotiations are not completed within a minimum of ninety (90) days from the original written notice sent to the appropriate public body, condemnation proceedings must have been filed in the proper court by the public body. The condemnation suit shall have the legal description as to the property to be condemned, or the public body and/or town shall have no further claim and the effect shall be as if the public body and/or town had never expressed any interest in the property.

(b) *Purchase according to existing plans.* Where a site for a neighborhood park, public school building or other community building or the provision of public off-street parking space appears as part of a public facility plan or the comprehensive plan, such areas may be considered for public purchase by contacting the appropriate public agency. The same procedures, provisions and time limits shall apply as provided in subsection (a) of this section.

(c) *Purchase of historic sites and scenic areas.* Historic sites, scenic areas, or areas of general community interest for public or semipublic purpose, may be considered for public purchase, as provided in subsection (a) of this section.

(d) *Dedication of land not a condition of plat approval.* In no event shall dedication or non-dedication of land for public or private purposes, including open space, be a consideration for plat approval or disapproval, other than as specifically required in this chapter. However, the above shall not relieve the subdivider or developer from dedication requirements as specifically set out in this chapter for land to be dedicated for such uses as streets, utility easements, or open space requirements under any other section which sets out specific amounts of land designated for open space.

Sec. 1-14. Commercial subdivision.

A commercial subdivision shall be processed for approval in the same manner as provided for a residential subdivision. When local streets are platted within a commercial subdivision, the minimum right-of-way width shall be sixty (60) feet, and all other streets shall conform to the standards for arterial and collector streets prescribed by the master street plan and this chapter. Parking lots, access drives, and service drives intended solely for the use of property owners of the subdivision shall be constructed pursuant to minimum design standards required by law, and shall be maintained by said property owners.

## SECTION 2. PLATTING PROCEDURES

### DIVISION A. GENERALLY

Sec. 2-1. Certificate of preliminary plat approval required.

No developer proposing to make or have made a subdivision within the planning area boundary shall proceed with any construction work on the proposed subdivision, including grading, before obtaining a certificate of preliminary plat approval, and shall not convey title to any lot before obtaining from the commission a certificate of final plat approval and acceptance of the plat. The conditions above apply to lot splits and minor subdivisions.

Sec. 2-2. Sketch plat; pre-application submission.

(a) Prior to filing of a preliminary plat, the developer shall submit to the staff a sketch plat for the tract which shall include the following information, all of which may be based on sources of information other than field survey data:

- (1) The location of the tract in relation to the surrounding area.
- (2) Acreage in the proposed subdivision.
- (3) All existing streets, roads, wet and dry weather watercourses, and other significant features with the tract and within five hundred (500) feet thereof.
- (4) Approximate location of proposed streets and property lines.
- (5) An accurate sketch, drawn to scale, of the proposed site plan.
- (6) A north arrow and graphic scale.
- (7) Direction of and approximate distance nearest existing major street intersection.
- (8) Existing storm and sanitary sewer, if any.
- (9) Proposed land use designation.
- (10) Existing adjacent development.
- (11) Existing easement and covenants affecting the area.
- (12) Any additional information the developer feels is pertinent.

(b) The staff shall review and evaluate the sketch plat as soon as practical, and shall report to the developer its opinion as to the merits and feasibility of the improvements contemplated by the sketch plat. The developer shall have the option of submitting the sketch plat before the planning commission for review.

(c) No fees shall be collected for pre-application submission, the purpose being to acquaint the developer with plans and policies in effect that would be significant to the proposed subdivision.

Sec. 2-3. Minor subdivisions and lot splits.

(a) Subdivisions of five (5) lots or less shall be referred to as minor subdivisions. Minor subdivisions and lot splits shall be processed in an expedited manner by considering sketch, preliminary, and final plat approval or disapproval at the same meeting. The developer shall be required to fulfill all regulations of this chapter that shall apply.

Sec. 2-4. Re-platting.

The re-plat shall meet all requirements for a new subdivision that may be pertinent. A fee in the amount specified herein shall be collected for each re-plat that does not require a preliminary plat. If a preliminary plat is required, the fee for the re-plat shall be the same as required for a preliminary plat. The re-plat will not be reviewed or considered in any respect until such fee has been collected.

Sec. 2-5. Schedule of fees.

The following fees shall be paid for plat approval under the provisions of this article:

- (1) Preliminary plat approval.....\$250.00 (plus \$5.00 per lot)
- (2) Final plat approval..... \$300.00
- (3) Re-plat..... \$ 30.00 (If a preliminary plat is not required. If a preliminary plat is required, the fee shall be the fee for preliminary plat approval).
- (4) Lot split..... \$100.00

## DIVISION B. PRELIMINARY PLAT

### Sec. 2-6. Procedure for approval.

Whenever any subdivision of a tract of land is proposed to be made, the developer shall first submit to the staff at least thirty (30) calendar days prior to the commission meeting at which the plat is to be considered, an application for a certificate of preliminary plat approval which shall consist of:

- (a) Twelve (12) copies of the preliminary plat and other documents as described in section 2-7.
- (b) A receipt from the town acknowledging payment of the filing fee. The plat will not be reviewed or considered in any respect until the fee has been collected.
- (c) A letter formally requesting consideration by the commission.

### Sec. 2-7. Form and contents.

- (a) The preliminary plat shall be prepared by a licensed and qualified engineer or land surveyor.
- (b) The accuracy of all survey data must be certified by a licensed land surveyor.
- (c) The preliminary plat shall be prepared in compliance with these regulations and the following:
  - (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) The maximum sheet size shall be thirty-six (36) inches by forty-eight (48) inches.
  - (3) Whenever two (2) or more sheets are required, they shall be accompanied by an index sheet showing the entire subdivision layout on one (1) sheet.
  - (4) The preliminary plat shall have or be accompanied by this information:
    - a. A key map showing the tract and its relation to the surrounding area.
    - b. The name of the owner and developer.
    - c. The name and seal of the registered land surveyor responsible for the survey and contour information on the plat.
    - d. The title or name of the subdivision which must not be so similar to that of an existing subdivision as to cause confusion.
    - e. North point, date, graphic scale.
    - f. Existing and proposed restrictive covenants and restrictions.
    - g. 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.
    - h. 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.
    - i. 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.
    - j. 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.
    - k. 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.
    - l. Source of water supply.
    - m. Plans of proposed utility layouts and easements (water, gas, sanitary sewer, electricity, storm sewer, etc.) and evidence that the appropriate utilities will be provided.
    - n. Typical cross sections of all streets.

- o. Indication of the use of any lot other than single-family residential, proposed by the subdivider.
- p. Dimensions in feet and hundredth parts thereof, bearings, and curve data for all lot, block, street and street pavement lines.
- q. 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.
- r. Building setback lines with dimensions.
- s. Location and dimensions of all proposed water lines and fire hydrants.
- t. Street sign locations.
- u. Streetlight locations.
- v. 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.
- w. 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.
- x. 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.

(d) The following notice shall be placed on the preliminary plat; "Preliminary Plat for Inspection Purposes Only. Not Approved for Record Purposes."

(e) The following certificates shall be placed on the preliminary plat:

(1) Certificate of Preliminary Plat Approval.

"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"

(2) Preliminary Engineering Certificate.

"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"

(3) Preliminary Surveyor's Certificate.

"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"

Sec. 2-8. Processing.

(a) Upon receipt of an application for a certificate of preliminary plat approval, the staff shall check the preliminary plat as to its conformity with the sketch plat, master plan, master street plan, land use plan, zoning districts and the standards and specifications set forth or referred to herein.

(b) The staff shall transmit the preliminary plat data to the planning commission for their review, at least five (5) calendar days prior to the planning commission meeting.

(c) Within ninety (90) calendar days after the preliminary plat is formally filed, the commission shall approve or disapprove such plat, or conditionally approve it with modifications. The commission shall inform the developer in writing of the action taken within five (5) calendar days.

(d) Approval of the preliminary plat shall be governed by the following qualifications:

(1) Approval of a preliminary plat is only tentative, pending submission of the final plat.

(2) Approval of the preliminary plat does not constitute approval of sewer, water, or utility plans. The developer shall be responsible for obtaining approval of these systems from the appropriate agencies as follows:

a. Streets and drainage: planning commission.

b. On-site sanitary facilities: planning commission/State Health Department.

c. Private utilities: utility companies.

The planning commission or designated committee thereof shall consider detailed street and drainage plans and specifications for each subdivision at regular meetings as an agenda item. Such plans and specifications shall be submitted to the town for engineering review, at least thirty (30) days prior to the commission meeting. The commission shall have the discretion, if it so desires, to have an independent engineer review all engineering plans and specifications at the developer's expense. It shall be the right of the developer to receive a copy of the engineer's recommendations at least four (4) full working days in advance of the commission meeting. It shall also be the developer's right to be present at the planning commission meeting during review and consideration of his plans and specifications.

(3) Approval of preliminary plat shall remain in effect for a period of two (2) years. If the preliminary plat approval expires, the developer may still request an extension of two (2) years on his approved preliminary plat by submitting a formal letter to the planning commission, stating why he should be granted a time extension. If the planning commission should decide to grant an extension, the extension shall take effect immediately, and the developer shall be notified in writing by the chairman of the planning commission that his time extension has been granted.

(e) Receipt by the developer of the executed certificate of preliminary plat approval is authorization to proceed with:

(1) The installation of any improvements required as approved by agencies having authority as listed in subsection (d) of this section.

(2) The preparation of the final plat or part thereof as specified in section 2-10.

(f) Modification of preliminary plat shall be noted, and a letter shall be sent to the developer within five (5) days after denial indicating reasons for modifications.

(g) Denial of preliminary plat shall be noted, and a letter shall be sent to the developer within five (5) days after denial indicating reasons for denial.

#### DIVISION C. FINAL PLAT

##### Sec. 2-9. Procedure for approval.

Whenever the provisions of these rules and regulations have been complied with, and while the certificate of preliminary plat approval is in effect, the developer may submit to the staff an application for review and approval of the final plat, at least thirty (30) working days prior to the planning commission's meeting which shall consist of:

(a) A letter formally requesting review and approval of the plat.

(b) The final plat and other documents as specified in section 2-10.

(c) A written statement by the engineer employed by the town, if an engineer has been employed pursuant to these regulations, that the developer has:

(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 (or other security as recommended and approved by the town attorney), has been posted with the recorder/treasurer in sufficient amount to assure the completion of all required improvements. The town shall also have the right to refuse to accept such security.

##### Sec. 2-10. Form and contents.

(a) The final plat shall be prepared in compliance with regulations and the following:

(1) A reproducible original and ten (10) blueline or blackline prints of a scale of not more than one hundred (100) feet to the inch. One copy in reproducible, digital format shall also be provided.

(2) The drawing shall be neat, legible and suitable for filing for record in the office of the county circuit clerk. Patching and pasting of paper or other attachments is not acceptable.

(3) 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.

(4) 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. In addition, 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) The final plat shall show or be accompanied by this information:

(a) Boundary and written legal description of the property in the subdivision.

(b) Names and addresses of the owner(s) and developer(s).

(c) 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.

(d) Acreage in the subdivision.

(e) Date.

(f) 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.

(g) Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street, easement, and building setback lines with dimensions (both front and side streets) 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 that 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.

(h) 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.

(i) 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.

(j) All distances shall be shown in feet and to the nearest one-hundredth foot, and in accordance with the definition of a foot adopted by the United States Bureau of Standards. 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.

(1) 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.

(2) 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.

(k) The subdivision shall be referenced (tied) by bearing and distance to one (1) or more of the following established land monuments: section corner, quarter corner, or one-sixteenth corner with section lines, quarter lines, or one sixteenth lines shown noted and described on the plat.

(1) 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.

(l) All interior excepted parcels shall be clearly indicated and labeled, "not a part of this plat."

(m) Existing and proposed restrictive covenants and restrictions.

(n) Where ponds, lakes, rivers, bayous, or canals are within or immediately adjacent to the boundary of the subdivision, normal pool elevation, mean high pool elevation, and spillway elevations where applicable shall be shown on the plat. The elevations shall be based on mean sea level data.

(1) The base flood elevation (BFE, also known as the one-hundred-year flood elevation), as designated by the Federal Emergency Management Agency (FEMA) shall be shown on the plat where applicable. Also, the finished minimum flood elevations, not lower than the BFE for each lot, shall be included.

(o) Layouts, locations and sizes of all utilities and associated easements including, but not limited to, water, gas, sanitary sewer, electric, storm sewer, etc.

(b) In the event an appreciable error or omission in the data shown on any plat duly recorded under the provisions of this chapter is detected by subsequent examinations, or revealed by a retracement of the lines run during the original survey of the lands shown on such recorded plat, the land surveyor who was in responsible charge of the original survey and the preparation of the plat as recorded may file an affidavit confirming that such error was made, describing the nature and extent of such error or omission and the appropriate correction that in his opinion should be substituted for the erroneous data shown on such plat. In the event that the responsible land surveyor is no longer living, or that he is no longer available, or unwilling to confirm such error, a similar affidavit may be filed by others providing that such similar affidavit be signed and acknowledged by three (3) practicing registered, licensed, certified or public land surveyors in good standing with the board of examiners of this state. In either case where such affidavit has been filed for record, it shall be the duty of the recorder to place a notation in the margin of such recorded plat stating that such affidavit has been filed, the date when it was filed, and the book and page where it is recorded; such affidavit shall have no effect upon the validity of the plat or of the information shown thereon, but shall be admissible as evidence by the courts and given the same weight as testimony offered voluntarily by qualified, expert witnesses.

(c) The following certifications shall appear on each Final Plat:

(1) Certificate of Owner

"We, the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided said real estate in accordance with the within Plat and hereby dedicate to the Town of Highfill all roads, alleys, easements and rights of way in accordance with the within Plat.

(Signed)

Date of Execution	Name
	Address
	D. R. _____
Source of Title	Page _____"

(2) Certificate of Recording

"This document, number \_\_\_\_\_ filed for record, \_\_\_\_\_, 20\_\_\_\_, in Plat Book \_\_\_\_\_, Page \_\_\_\_\_.

(Signed)

\_\_\_\_\_

(Name) Clerk"

"For Restrictive Covenants or Bill of Assurance, see Deed Record Book \_\_\_\_\_, Page \_\_\_\_\_."

(3) Certificate of Surveying Accuracy

"I, \_\_\_\_\_, do hereby certify that this Plat correctly represents a survey and a plan made by me or under my supervision; that all monuments shown hereon actually exist; and their location, size, type, and material are correctly shown; and all requirements of the Highfill Subdivision Regulations have been fully complied with.

(Signed)

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

\_\_\_\_\_  
Name  
Address  
Registered Land Surveyor  
No. \_\_\_\_\_, Arkansas"

(d) This certificate of final plat approval shall be shown on both the final plat and the restrictive covenants or the bill of assurance as follows:

Certificate of Final Approval

"Pursuant to the Highfill Subdivision Regulations, this document is given Final Approval by the Highfill Planning Commission and 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  
Highfill, Arkansas"

Sec. 2-11. Availability of water and/or sewage utilities.

If a proposed subdivision does not have the availability of a sanitary sewage collection and treatment system, or beyond the area of a water distribution system, and these utilities cannot be extended to the area, the developer shall be required to furnish with his final plat satisfactory evidence, including (but without limitation) the results of soil tests and borings and statements from local and state health authorities, water engineers, and other officials, that water satisfactory for human consumption may be obtained from groundwater or surface water on the land, and that soil conditions are such that satisfactory sewage disposal can be provided by the use of approved septic systems or approved methods.

Sec. 2-12. Processing of final plat.

(a) Whenever the final plat has been submitted to the staff, which final plat conforms in general to an approved preliminary plat and the provisions of section 2-9, the commission shall, provided the developer has posted a two (2) year maintenance bond for all required city improvements in the amount of fifty percent (50%) of the cost of all improvements, have the authority to approve and recommend final plat approval to the Town Council.

(b) The staff shall transmit the final plat to the planning commission for their review at least five (5) days prior to the next scheduled meeting where subdivision matters are discussed.

(c) The staff may cause the developer's engineer and/or surveyor to check the final plat for correctness, charging the cost to the developer if the plat is found to be in error, and the preparer fails to make the necessary correction.

(d) Upon review of the final plat application and all accompanying materials, the Planning Commission shall report their findings, including a recommendation to approve or reject the final plat within forty-five (45) calendar days from receipt of the application.

(e) Failure of the Town Council to act within forty-five (45) calendar days from receipt of the report and recommendation from the Planning Commission shall be deemed approval of final plat, and waives all further plat requirements of these rules and regulations. Such failure to act shall be so noted on the plat to be filed for record.

(f) The basis for disapproval of the final plat shall include any of the following:

- (1) Failure to install improvements according to detailed plans and specifications as previously approved by the planning commission; post required bonds; or make payments required herein.
- (2) Failure to comply with any written agreements or conditions of approval.
- (3) Failure to post a satisfactory guarantee of improvements as described above in section 2-9 (c).

(g) If the final plat is disapproved, the applicant shall be so notified in writing and the reasons therefore shall be enumerated.

(h) Approval of the final plat shall be indicated by the Mayor of the Town of Highfill, by execution of a certificate of final plat approval on the plat upon receipt of one of the following:

- (1) A formal letter submitted by the proper authority(s) stating that all improvements and installations to the subdivision have been completed in accordance with the plans and specifications previously approved by the planning commission. Town authorities shall have thirty (30) calendar days to review the final plat and on-site improvements, determine conformance or non-conformance, and notify the planning commission and the developer of their findings.
- (2) A performance bond or irrevocable letter of credit, if allowed and approved by the town council, which shall:
  - a. Be with the town.
  - b. Be in the amount determined by the town, based upon competent construction estimates, to be sufficient to complete the improvements and installations for the subdivision in compliance with these rules and regulations.
  - c. Be with surety by a company or bank licensed to do business in the state.
  - d. Specify the time for completion of the improvements and installations.
  - e. Be filed in the town recorder/treasurer's office.
  - f. Be presented only in the form approved by the town attorney.

(i) Approval of final plat by the Town Council shall be deemed acceptance of any dedications shown on the plat. These dedications shall be accepted by the town or county as prescribed by law.

(j) No street or alley, which shall be dedicated to public use by the proprietor of ground in the town, shall be deemed a public street or alley, or to be under the care or control of the town council, unless the dedication shall be accepted and confirmed by an ordinance especially passed for that purpose.

#### Sec. 2-13. Acceptance by sections.

A developer, at his option, may request approval of a portion or a section of a subdivision provided he meets all requirements of this chapter with reference to such portion or section in the same manner as is required for a complete subdivision. In the event that a subdivision and a final plat thereof are approved in section by the Town Council, each final plat of each section shall carry the name of the entire subdivision, but shall bear a distinguishing letter, number, or subtitle. Block numbers shall run consecutively throughout the entire subdivision, even though such subdivision may be finally approved in sections.

## SECTION 3. MINIMUM REQUIRED IMPROVEMENTS AND DESIGN STANDARDS

### DIVISION A. GENERALLY

#### Sec. 3-1. General improvements.

(a) Every developer shall be required to install, at his own expense, or to have installed by the appropriate public utility, all of the improvements stipulated by the Town and included in this article, provided the subdivisions are located within the boundary indicated on the official planning area map filed in the recorder/treasurer's office.

(b) Subdivisions on existing streets. The requirements pertaining to street improvements indicated in this article may not, at the discretion of the planning commission, be required on existing streets which are paved, and at least eighteen (18) feet in width, if terrain and conditions are limiting. Regardless of whether a subdivision occurs along an existing street or not, the subdivider will still be required to have plats properly filed and proper dedication of street right-of-way, as indicated on the master street plan.

(c) Subdivisions requiring new streets. The improvements indicated in this article shall be required on all new streets in a subdivision.

#### Sec. 3-2. Responsibility for payment of installation cost.

(a) Streets. The responsibility for the payment of the installation cost of streets under this chapter shall be as follows:

(1) General. The developer shall pay the entire cost of constructing all streets that do not exceed thirty-five (35) feet between the backs of curbs. The thirty-five (35) foot wide street is recognized as the standard collector pavement width in the town.

(2) Local streets. The developer shall pay the entire cost of constructing all local streets.

(3) Collector streets. The developer shall construct collector streets as part of the subdivision.

(4) Boundary streets:

a. Existing streets. When the proposed subdivision abuts upon an existing paved street that does not have curb and gutter, the developer shall either be required to install these improvements; or with commission approval, may provide payment-in-lieu of improvements, thus insuring that subsequent improvement be at the developer's expense.

b. New streets. New boundary streets that are platted for the primary purpose of providing traffic routes into and through the subdivision, shall be constructed by the developer as part of the subdivision development.

(5) Marginal access streets (service or frontage streets not otherwise required by the city). The developer shall pay the entire cost of construction of marginal access streets.

(6) Arterial Streets. All arterial street design and construction as shown on the master street plan may be handled on a participation basis.

(7) Half streets. Half streets are streets that border a subdivision or a tract of undeveloped land. When this situation arises, the developer is only required to dedicate half the right-of-way and construct half the street improvements. Half streets (local streets) should be discouraged by designing the subdivision where this situation will not occur. When in the opinion of the planning commission, a half street cannot be avoided through the use of design considerations, the developer shall be required to dedicate half of the street improvements, particularly if the adjacent property has the potential to be subdivided at a later date. Half street improvements and dedications (collector and arterial streets), when required in the master street plan, shall be provided by the developer.

(b) Street signs. The developer shall, prior to final plat approval, pay for street signs and their installation. The town will install, or have the signs installed.

(c) Sidewalks. The developer shall pay for all required sidewalks.

(d) Sewage collection and treatment. There being no public sanitary sewer collection and treatment system in Highfill at this time, installation of an on-site septic or other sanitary system approved by the State Health Department, shall be the responsibility of the respective developer of each individual lot.

(e) Storm drainage system. The developer shall pay all costs of the drainage system except that the town may participate in the cost of oversized drainage facilities designed to service a larger drainage area than that actually being subdivided.

(f) All other costs. The developer shall pay all other costs that are not specifically covered by this section.

#### Sec. 3-3. Construction standards.

(a) All improvements shall be made in accordance with the standards established by this chapter that are in effect at the time of the pre-application conference.

(b) An engineer as may be designated by the town, shall be authorized to enforce rules, regulations, standards, specifications, and other documents as necessary to established minimum criteria for the construction of streets and utilities to be constructed within the town and within the limits of its planning area.

#### Sec. 3-4. Authority of town designated engineer.

The engineer that may be designated by the town, shall have the authority to inspect any and all improvements to insure that they are in conformance with all plans, specifications, and any written agreements which have been approved by the planning commission. He has the authority to require the removal and/or replacement, subject to concurrence by the town council upon recommendation of the planning commission, at the expense of the developer, of any phase of the work that is not in accordance with the requirements of the plans approved in accordance with this chapter.

#### Sec. 3-5. Conformance to applicable rules and regulations.

(a) In addition to the requirements established herein, all subdivision plats shall comply with the following laws, rules and regulations.

(1) All applicable statutory provisions.

(2) City zoning, fire, building, housing, floodplain, and all other codes and laws of Highfill.

(3) The master street plan (which is an element of the comprehensive plan), the guidelines and general provisions of the land use plan (also an element of the comprehensive plan), and all other plans of the town, as adopted.

(4) The special requirements of the regulations and rules of the health department and/or appropriate state agencies.

(5) The rules of the state highway department, if the subdivision lots contained therein abut a state highway or have a connecting street thereto.

(6) Plat approval may be withheld if a subdivision is not in conformity with the purposes of these regulations, as specified in section 1-1.

#### Sec. 3-6. Construction plans and specifications.

(a) Generally. Prior to the construction of any streets and utilities, the developer shall furnish two (2) complete sets of plans and specifications for such construction to the town for possible engineering review. These documents shall be transmitted in writing. A set shall also be provided digitally in GIS format. These plans and specifications will be reviewed for conformity with this chapter and the town standards. The plans and specifications shall be approved in writing prior to any construction. The town shall be notified prior to the beginning of construction so that the work may be inspected.

(b) Plans.

(1) General. The plans shall be securely bound and shall consist of a title sheet and such plan-profile and detail sheets as are required to meet the requirements of this chapter and to properly define the proposed work. The title sheet shall show the name of the subdivision, engineer, date, and an index of drawings. Each plan-profile will generally be drawn to a horizontal scale of no greater than one (1) inch to one hundred (100) feet and a vertical scale of one (1) inch to ten (10) feet.

(2) Plan-profile sheets for streets and alleys. There shall be a plan-profile for typical streets and alleys. The profile shall show the existing ground on each side of the street at the property line, the proposed grade of the top of the curb for each side of the street, location of utilities, and other information necessary to define the work. The existing and proposed street centerline grades may be shown in lieu of property line and curb grades when permitted.

(3) Plan-profile sheets for storm sewer. The plans shall show all information necessary to locate and construct the proposed work and shall show the locations of all manholes, inlets, and other appurtenances of the system. The profile shall show the existing natural ground at the storm sewer centerline and the proposed grade at the centerline if such grade will not be the same as the existing grade. The size, grade, and material of the proposed pipes and the flowlines of all manholes, inlets, etc., shall be shown. Both the flowline and the inside top of the pipes shall be shown in the profile. These plans shall be accompanied by the engineer's calculations when requested by the town.

(c) Specifications. The specifications shall be securely bound and shall consist of the following minimum information: General condition of agreement, special conditions of agreement, and all applicable technical specifications. The special conditions shall contain provisions for time of completion, performance, and payment bonds, and other pertinent requirements.

Sec. 3-7. Final inspection.

(a) Upon completion of construction, the developer shall arrange a final inspection of all streets and utilities. This inspection may be attended by the developer, his engineer, the contractor, and an engineer designated by the town.

(b) If the engineer designated by the town determines that the streets and utilities are complete and in accordance with the approved plans and specifications, he shall so inform the town in writing, and copy the developer. The developer shall then transmit in writing to the town a notice of completion, the required bonds, and the as-built drawings.

Sec. 3-8. As-built drawings.

Upon completion of all required construction, and prior to the town's acceptance, the developer shall furnish the town with a complete set of reproducible paper and digital as-built drawings of all improvements made. Said drawings shall be marked "As-Built", and shall be signed by the engineer who prepared the plans and supervised the construction. In addition the developer shall submit to the town one (1) copy of all black or blue line prints of the project.

Sec. 3-9. Formal acceptance by the town.

(a) After the work has been inspected, and the developer has been advised that the streets and utilities conform to approved plans, the developer shall give a formal notice of completion to the town. This notice shall be in writing and shall be accompanied by the paper and digital as-built drawings, payment, performance bonds, and all fees that are due.

(b) Approval of final plat by the Town Council shall be deemed acceptance of any dedication shown on the plat. These dedications shall be accepted by the town or county as prescribed by law.

(c) No street or alley, which shall hereafter be dedicated to public use by the proprietor of grounds in the town, shall be deemed a public street or alley, or to be under the care or control of the town council, unless the dedication shall be accepted and confirmed by an ordinance especially passed for that purpose.

Sec. 3-10. Plats straddling municipal boundaries.

When access to the subdivision is required across land in another municipality, the planning commission or designated committee thereof may request assurance from the respective city attorney that access is legally established, and from the said city's engineer that the access road is adequately improved or that a performance bond has been duly executed and is sufficient to assure the construction of the access road. In general, lot lines should be laid out so as not to cross municipal boundary lines.

Sec. 3-11. Monuments, markers and survey criteria.

(a) Monuments required. Prior to the offering of the plat of any subdivision for record the land surveyor shall establish, or confirm the prior establishment of permanent monuments at each and every controlling corner on the boundary of land being subdivided, and shall be seen at the following locations:

- (1) At every corner and angle point of every lot, block or parcel of land created.
- (2) At every point of intersection of the outer boundary of the subdivision with an existing or created right-of-way line of any street, railroad, or other way.
- (3) At every point of curve, point of tangency, point of reversed curve, or point of compounded curve on each and every right-of-way line established.

In such cases where the placement of a required monument at its proper location is impractical, it shall be permissible to set a reference monument close by that point; and if such reference monument is set prior to the recording of the plat and its location properly shown, it shall have the same status as other monuments of record; where any point requiring monumentation has been previously monumented, the correctness of the existing monument shall be confirmed by the land surveyor, if used, and if so confirmed, shall likewise be considered a monument of record when properly shown and described on the plat recorded.

(b) Type of monuments. The type of permanent monument to be placed shall be selected from the following types. The surveyor shall select a type providing the degree of permanency consistent with that of the adjacent terrain and physical features.

- (1) Iron pipe not less than one-half-inch inside diameter and/or solid or coated steel rods not less than one (1) inch in diameter and not less than twenty-four (24) inches in length. These monuments shall be solid and free from movement and below normal frost line.
- (2) Metal markers shall be no less than twenty-four (24) inches in depth unless encased in concrete with its precise position marked by a point or cross. These monuments shall be placed so as to be solid and free from movement and below normal frost level.
- (3) Concrete monuments consisting of reinforced concrete at least four (4) inches in width or diameter and not less than twenty-four (24) inches in depth with its precise position marked on a metal cap, by a formed cross or metal rod.
- (4) Brass disk not less than two (2) inches in diameter, countersunk and well cemented in a drill hold in either solid rock or concrete with its precise position marked by a point or cross.

(c) Reference to direction and basis of bearing. Reference to direction shall be established by one (1) of the following methods: state plane coordinate north, a recorded bearing of an established and well fixed line, or use of modern devices for the determination of true north that have been proven equal or superior to the previously stated methods. The final plat shall carry on its face a note explaining the basis of bearing.

(d) Error of closure. The accuracy of the fieldwork thus performed shall be substantiated by the computations of a closed traverse. The relative error of closure permissible shall be no greater than one (1) foot in ten thousand (10,000) feet.

(e) The positional tolerances. Block or lot corners must relate to one another within specified tolerances. Such tolerances shall be designated under the following classification:

- (1) Class I. Small areas wherein dense monument controls exist, as in a downtown commercial area. Lots fifty (50) by one hundred (100) feet.
- (2) Class II. Longest side under two hundred fifty (250) feet.
- (3) Class III. Longest side from two hundred fifty (250) feet to one thousand three hundred twenty (1,320) feet. No side under one hundred (100) feet.
- (4) Class IV. All sides one thousand (1,000) feet or larger and those having a periphery of five thousand two hundred eighty (5,280) feet or more.
- (5) The positional tolerances for these classes will be:
  - a. I ..... 0.10 foot
  - b. II ..... 0.25 foot
  - c. III ..... 0.50 foot
  - d. IV ..... 1.00 foot

(f) Maximum Degree of Curve:

Arterial streets	-	10 degree curve
Collector streets	-	15 degree curve
Commercial streets	-	20 degree curve
Local streets	-	40 degree curve

Sec. 3-12. Storm drainage improvements.

- (a) Every subdivision shall be served by storm drainage facilities, which may include drains, sewers catch basins, culverts, swales, or other facilities.
- (b) All drainage facilities shall be so designed to serve the entire drainage area. In major drainage areas, the city may participate in the cost of certain improvements.
- (c) All surface water drainage shall be transported to existing storm sewers or to drainage facilities approved by the planning commission.
- (d) The planning commission, or designated committee thereof, shall approve all drainage facilities.
- (e) Curb and gutters shall be installed on all public streets. Installation shall be in accordance with the town specifications.
- (f) After completion of the streets and utilities, the site shall be cleaned up and graded to drain properly.
- (g) The town may engage an engineer who shall review drainage plans, and report his findings and recommendations to the planning commission.

Sec. 3-13. Storm drainage criteria.

- (a) Provisions for storm drainage improvements shall be pursuant to Chapter 15.08 (Stormwater Drainage Control Standards) of the Town of Highfill Code of Ordinances.
- (b) The drainage system shall be designed and constructed to handle rainfall runoff that originates in or traverses the subdivision.
- (c) Street crowns shall not be flattened, or warped, from one side of the street to the other for the purpose of causing water to flow from one side of the street to the other side, unless specifically approved by the town based on sound engineering advice.

(d) Water shall be picked up in all streets at least every six hundred (600) feet by means of catch basins, drainage pipes or curb and gutter. Unpaved drainage swales or ditches shall be allowed along rear lot lines or in common space where it can be demonstrated to the planning commission that surface drainage is adequately accommodated. Where catch basins are located, drainage shall be underground along front or side yard easements or street rights-of-way.

(e) Individual drainage of each lot shall be the responsibility of the individual homebuilder or lot purchaser. However, it is the responsibility of the developer to provide adequate drainage easements and structures such that proper drainage can be effectuated through use of "Turtle Back" lot contours or swales.

(f) No open drainage channels shall be constructed within the area dedicated as public streets and alleys.

(g) As a general policy, a developer shall be required to improve major drainage channels on a prorated basis, based on the percentage of total drainage area contributed by a given development. The design characteristics of each development and its provision for drainage shall also be considered when calculating major drainage improvements.

(h) Whenever drainage ditches are used, such ditches may require concrete or gunite lining, designed to retain their original design characteristics, and designed so they can at all times be kept clean and easily maintained.

#### Sec. 3-14. Lot design criteria.

(a) Insofar as practical, side lot lines shall be perpendicular or radial to street lines. Each lot shall abut upon a public street or road.

(b) The size, shape and orientation of every lot shall be as the commission deems appropriate for the type of development and use contemplated. Unless otherwise provided by law, new residential lots shall not be less than one (1) acre in size.

(c) For residential lots not served by a public or community sanitary sewage system, lot sizes shall be determined as follows: A subdivider shall have a percolation set test or soil morphology test conducted on each proposed lot of a subdivision and indicate the location and result of each test on the preliminary plat; the dimensions and area of each lot may be established at the levels necessary to fulfill the requirements of the State Health Department and the Arkansas Department of Environmental Quality; provided no new lot shall be platted that is less than one (1) acre unless otherwise provided by law.

(d) Building lines shall be measured from a point one-half the distance of the required R-O-W as shown on the master street plan, measured from the centerline of the street. Corner lots shall be at least one hundred and fifty (150) feet wide at the building line to allow for side building lines.

(e) Lots, other than corner lots, fronting on two (2) streets, shall not be platted except under exceptional circumstances, in which case building line shall be established on both frontages.

(f) A planting screen reservation of at least ten (10) feet wide, across which there shall be no right of vehicular access provided along the line of lots abutting an arterial street or other disadvantageous use in all new residential subdivisions.

(g) Depth and width of properties reserved or laid out for business or commercial purposes shall be adequate to provide for the off-street parking and loading facilities required for the type of use and development contemplated for.

(h) Every lot shall front on or abut a public street.

(i) Size, shape and arrangements of commercial lots, where platted, shall be subject to the approval of the commission.

(j) Pursuant to requirements of the zoning regulations, building lines shall be at least 25' for residential and commercial lots, 300' for agricultural lots, and 100' for industrial lots as measured from each street (planned R-O-W) property line.

#### Sec. 3-15. Block design criteria.

(a) Blocks shall have sufficient width to provide for two (2) tiers of lots of appropriate depths. Exceptions of this prescribed block width shall be permitted in blocks adjacent to major streets or waterways.

(b) The lengths, widths, and shapes of blocks shall be such as are appropriate for the locality and the type of development contemplated, but block length in residential areas shall not exceed two thousand (2,000) feet, nor less than five hundred (500) feet in length. Wherever practicable, blocks along major arterial and collector streets shall be less than one thousand (1,000) feet in length. Cul-de-sacs shall not exceed six hundred and sixty feet (660') in length, and shall have a minimum turning radius of fifty feet (50').

(c) Pedestrianways or crosswalks, not less than ten (10) feet wide, may be required by the planning commission through the center of blocks more than eight hundred (800) feet long where deemed essential to provide circulation or access to playgrounds, shopping areas, transportation, or other community facilities.

#### Sec. 3-16. Easements

(a) In all new residential subdivisions, all utilities including stormwater, cable television, electrical and telephone distribution systems or other services shall be laid underground. It shall be the responsibility of the developer to initiate any request for exception to the laying of underground utilities.

(b) Easements for electric and telephone services at least ten (10) feet wide shall be established at the front, rear, and along other such lot lines as to provide continuity of alignment from block to block; to be installed underground within easements of public dedication. Pole position for each streetlight to be served from underground street light supply lines should be designated on the plat and necessary easements provided to furnish access to such position.

(c) Utility easements not less than ten (10) feet wide should be provided on each side of all rear lot lines and where necessary, five (5) feet along side lot lines.

(d) Where a subdivision is traversed by a watercourse, drainage-way, channel or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially to the line of such watercourse and of such width or construction or both as will be adequate. Wherever possible, it is desirable that the drainage be carried by an open channel with landscaped banks and adequate width for minimum potential volume of flow.

#### Sec. 3-17. Sidewalks.

(a) Sidewalks shall be installed for a reasonable distance established by the planning commission on both sides of all streets that provide direct access to a school bus loading area.

(b) Sidewalks shall be required to be installed on both sides of local streets. Sidewalks shall be installed one or both sides of collector streets by the developer, when it is determined that the public health, safety and welfare will be protected, and pedestrian safety and access will be facilitated.

(c) The planning commission may require additional sidewalks and wider sidewalks near commercial areas and places of public assembly.

(d) Sidewalks in residential areas shall not abut property lines closer than one (1) foot, nor be closer than two feet (2') to the back of the curb, and shall conform to American's With Disabilities Act (ADA) requirements and specifications. The minimum requirements for sidewalks shall be as follows:

- (1) Residential sidewalks shall be of re-enforced concrete, five (5) feet wide and four (4) inches thick.
- (2) Nonresidential sidewalks shall be of re-enforced concrete, five (5) feet wide, and four (4) inches thick.
- (3) Sidewalk curb cuts shall be installed at all corners, pursuant to ADA standards.

(e) The planning commission may waive the sidewalk requirements in the following cases:

- (1) Where sidewalks are not deemed necessary for public safety or where topographical or other conditions make their installation and use impractical.
- (2) Where the subdivision designer has submitted for a review a proposed sidewalk plan that provides for more direct and safer movement of pedestrian traffic.
- (3) Sidewalks shall be eliminated where they are made unnecessary by alternative pedestrian systems with low traffic volume.
- (4) When installation of sidewalks is determined to be impractical and unnecessary by the planning commission, such as in circumstances where there is a proposed large lot subdivision and it is impractical to construct sidewalks due to design and other considerations, or when the planning commission deems the installation of sidewalks not to be to the public benefit.

## DIVISION B. STREETS

### Sec. 3-18. Street improvements.

- (a) Street grading. All streets shall be cleared and graded in conformance with approved plans.
- (b) Street paving. Streets shall be paved to widths specified in herein. The town may participate in the construction of streets designated on the master street plan as arterials. The developer shall install pavement up to thirty-five (35) feet in width from back-of-curb to back-of-curb. The developer shall pay the cost up to collector standards and the town shall pay the additional costs except that right-of-way shall be dedicated at no cost to the town.
- (c) Street name signs. Street name signs shall be required in all subdivisions and paid for by the developer. Such signs shall conform to specifications of the town.

### Sec. 3-19. General requirements.

- (a) All streets shall be properly integrated with the existing and proposed system of thoroughfares and dedicated rights-of-way as established by the master street plan.
- (b) All thoroughfares shall be properly related to special traffic generators such as industries, business areas, schools, churches and shopping areas; to population densities; and to the pattern of existing and proposed land uses.
- (c) Minor streets shall be laid out to conform as much as possible to the topography, to discourage use by through traffic, to permit efficient drainage and utility systems, and to require the minimum number of streets necessary to provide convenient, safe access to property.
- (d) The rigid rectangular gridiron street pattern need not necessarily be adhered to, and the use of curvilinear streets, cul-de-sacs, or U-shaped streets shall be encouraged where such use will result in a more desirable layout.
- (e) Proposed streets shall be extended to the boundary lines of the tract to be subdivided unless prevented by topography or other physical conditions, or unless in the opinion of the planning commission such an extension is not necessary or desirable for the coordination of the layout of the subdivision with the existing layout or the most advantageous future development of adjacent tracts.

(f) In business developments, the streets and other accessways shall be planned in connection with the grouping of buildings, the provisions of alleys, truck loading and maneuvering areas, fire protection, and walking and parking areas, so as to minimize conflicts of movement between the various types of traffic, including pedestrian.

(g) Subdivisions that adjoin existing streets shall dedicate additional right-of-way to meet the above minimum street width requirements from each side of the centerline as applicable, if the existing dedicated right-of-way is insufficient to meet the minimum requirements for right-of-way dedication.

(h) When the subdivision is located on only one side of the centerline of an existing street, one half of the required right-of-way, in no case less than twenty-five (25) feet, nor more than fifty (50) feet measured from the centerline of the existing roadway shall be provided.

(i) When a tract fronts on streets other than minor streets or collector streets, the commission may require affected lots fronting on such major streets to be provided with frontage roads.

(j) Grades on minor streets and cul-de-sacs shall not exceed twelve (12) percent. Grades on all other streets shall not exceed standards of the master street plan, or when no standards have been established, seven (7) percent shall be the maximum grade permitted. Street grades along the gutter shall not be less than 0.75 percent or as approved by an engineer designated by the town.

(k) Street intersections shall be as nearly at right angles as possible, and no intersection shall be at an angle less than seventy-five (75) degrees. Detailed designs of intersections may be required.

(l) Property line radii at street intersections shall not be less than twenty-five (25) feet and where the angle of street intersection is less than ninety (90) degrees, the commission may require a greater radius.

(m) Curb line radii at street intersections shall be at least twenty-five (25) feet and where the angle of the street intersection is less than ninety (90) degrees, the commission may require a greater radius.

(n) Street jogs with centerline offsets of less than one hundred twenty-five (125) feet shall not be permitted. There shall be no jogs on collector or arterial streets.

(o) Cul-de-sac streets or courts designed to have one (1) end permanently closed shall be no more than six hundred sixty (660') feet long. The planning commission, if it deems this requirement creates an undue hardship on the developer, may allow a cul-de-sac street or court to extend to a maximum of eight hundred (800) feet. If the developer feels that a cul-de-sac street or court should exceed eight hundred (800) feet, he will be required to seek a deviation for relief. The turnaround radius shall be a minimum of fifty feet (50').

(p) Alleys may be required at the rear of all lots to be used for business purposes, but shall not be provided in residential blocks except where the subdivider produces evidence satisfactory to the commission, of the need of alleys.

(q) Reserve strips controlling access to streets shall be prohibited.

#### Sec. 3-20. Street design criteria.

(a) The location and width on all highways, thoroughfares, streets and roads shall conform to the master street plan. Proposed street systems shall extend existing streets on projections at the same or greater width, but in no case less than the required minimum width.

(b) A functional street pattern that discourages through traffic on minor streets will be encouraged. Entrances to a subdivision should be via collector streets and arterials where possible.

(c) Interior parcels shall be wide enough to provide two (2) tiers of lots of minimum depth, except where fronting on freeways, expressways, or major thoroughfares or prevented by topographical conditions or size of property, in which case the commission may approve a single tier of lots of minimum depth.

(d) The commission shall have the authority to disapprove street lot patterns that will, in its judgment, result in hazards to the general health, safety, and welfare of the citizens of the town.

(e) Street right-of-way widths.

(1) Controlled access facility:	200 feet
(2) Principal arterial:	90/80 feet
(3) Minor arterial:	70 feet
(4) Major collector:	70 feet
(5) Minor collector:	60 feet
(6) Cul-de-sac:	50 feet
(7) Local & loop streets:	50 feet
(8) Alleys:	20 feet

(Right-of-way requirements in excess of one hundred (100) feet as shown on the recorded master street plan, shall be reserved for acquisition by the appropriate public body at a later date, on all properties purchased on or after the adoption of these regulations).

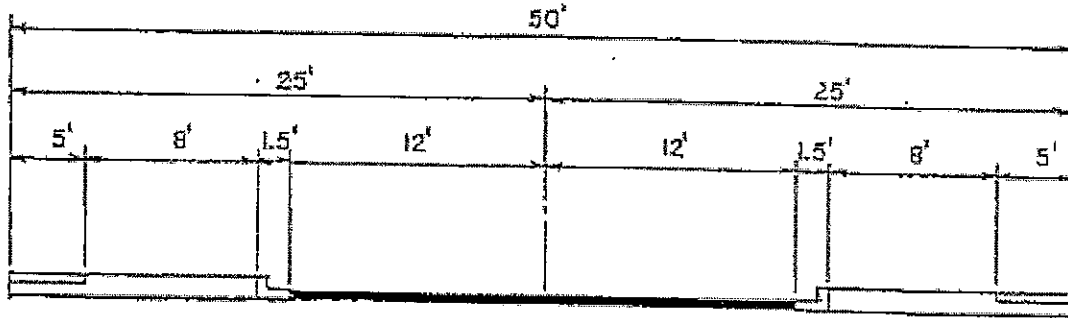
(f) Street paving widths.

- (1) Freeways and expressways: as specified in the master street plan.
- (2) Arterial (principal and minor): as specified in the master street plan.
- (3) Major collector: forty-seven (47) feet from back-of-curb to back-of-curb.
- (4) Minor collector: thirty-five (35) feet from back-of-curb to back-of-curb.
- (5) Cul-de-sac: twenty-seven (27) feet from back-of-curb to back-of-curb, with a fifty foot (50') turnaround radius.
- (6) Local and loop streets: twenty-seven (27) feet from back-of-curb to back-of-curb.
- (7) Alley: twenty (20) feet.

(g) Street paving construction.

- (1) Asphalt, hot mix-hot laid, two (2) inches thick, laid on six (6) inches of compacted soil cement, and primed with MCO primer, and shall be placed on subgrade with all unsuitable material removed and with a minimum density of ninety-five (95) percent Modified Proctor; or
- (2) Asphalt, hot mix-hot laid, two (2) inches thick, laid on an eight (8) inch stabilized aggregate subgrade, and primed with MCO primer. The aggregate base shall weather from November 1 through April 30 and have as a minimum a ninety-five (95) percent compaction prior to paving; or
- (3) Two (2) inches of asphaltic concrete hot mix surface course and compacted crushed stone base placed on compacted subgrade. The base course shall be eight (8) inches of material conforming to the current Arkansas State Highway Specifications, Base Course Material, Designation SB-2 or GB-3, and shall be placed on subgrade with all unsuitable material removed and with a minimum density of ninety-five (95) percent Modified Proctor; or
- (4) Concrete, laid six (6) inches thick, with three thousand (3,000) pounds strength and shall be placed on sub grade with all unsuitable material removed and with a minimum density of ninety-five (95) percent Modified Proctor; or
- (5) In accordance with specifications established by the town.
- (6) Alley paving construction. Double seal coat on an eight (8) inch stabilized aggregate base course and primed with MCO primer; except in residential subdivisions, easements shall be allowed in lieu of alleys.

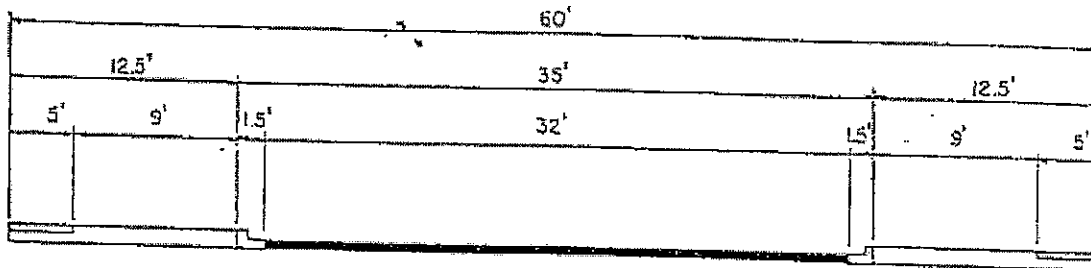
(h) The following tables and diagrams apply to this section:



### LOCAL, CUL-DE-SAC, & LOOP STREETS

Service Volume	-	2,500 vpd
Speed	-	25-30 mph
Traffic Lanes	-	2-12 ft. thru lanes
Parking Lanes	-	None
Paved Width *	-	27 ft.
Right-of-Way	-	50 ft.
Sidewalks	-	Two 5 ft. minimum sidewalks should be provided; 8 ft. clearance from traffic lanes where possible, but not less than 2 ft. permitted.

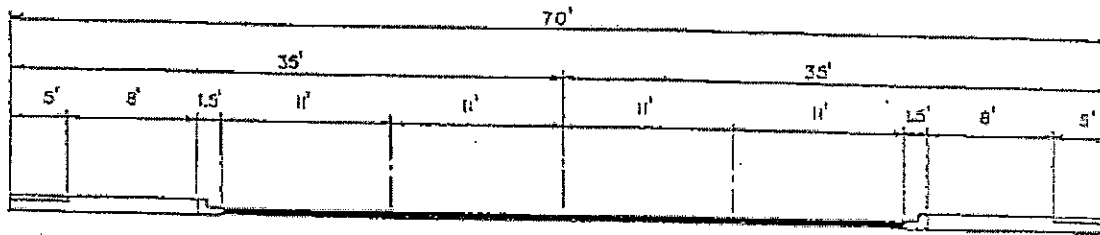
\* Back-of-Curb to Back-of-Curb



### MINOR COLLECTOR

Service Volume	-	4,000 vpd
Speed	-	30-35 mph
Traffic Lanes	-	2-11 ft. thru lanes; 10 ft. turn lane at intersections when necessary (this will increase service volumes to approximately 5,800).
Parking Lanes	-	10 ft. lane provided but not necessarily defined; none when turn lane is provided.
Paved Width*	-	35 ft.
Right-of-Way	-	60 ft.
Sidewalks	-	At least one 5 ft. minimum sidewalk should be provided preferably adjacent to parking lane when a lane is delineated; 8 ft. clearance from traffic lanes where possible, not less than 2 ft. permitted.

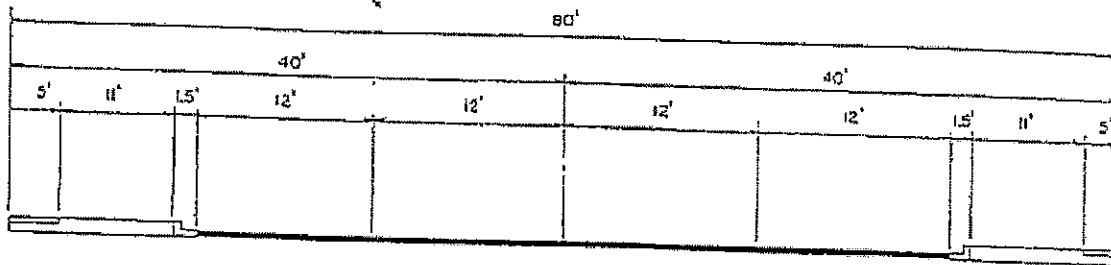
\* Back-of-Curb to Back-of-Curb



MAJOR COLLECTOR AND MINOR ARTERIAL

- Service Volume - 12,200 vpd
- Speed - 35-40 mph
- Traffic Lanes - 4—11 ft. thru lanes; 11 ft. left turn lane at intersections when necessary (14,800 vpd service volume).
- Parking Lanes - None
- Paved Width\* - 47 ft.
- Right-of-Way - 70 ft.; 80 ft. for intersection widening
- Sidewalks - 2—5 ft. minimum sidewalks; 8 ft. clearance from traffic lanes where possible; consideration should be given to widening in vicinity of high pedestrian traffic.

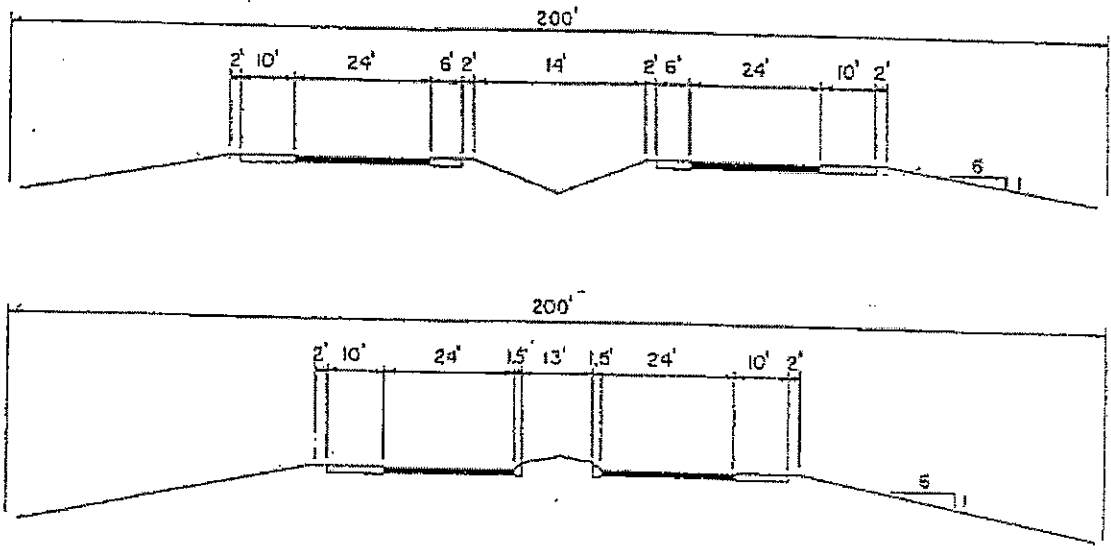
\* Back-of-Curb to Back-of-Curb



PRINCIPAL ARTERIAL

- Service Volume - 17,600
- Speed - 40-45 mph
- Traffic Lanes - 4-12 ft. thru lanes; 12 ft. left turn lane at intersections where necessary.
- Parking Lanes - None
- Paved Width\* - 51 ft.
- Right-of-Way - 80 ft.; 90 ft. for intersection widening
- Sidewalks - 2—5 ft. minimum sidewalks; 8 ft. clearance from traffic lanes where possible; consideration should be given to widening in vicinity of high pedestrian traffic.

\* Back-of-Curb to Back-of-Curb



**FREEWAYS AND EXPRESSWAYS**

- Service Volume - 28,300 vpd expressway; 44,800 vpd freeway
- Speed - 55-70 mph
- Traffic Lanes - 4—12 ft. thru lanes; where at-grade intersections occur, right and left turn lanes should be provided.
- Parking Lanes - None; emergency parking permitted on shoulders.
- Shoulders - 10 ft. outside and 6 ft. inside shoulders.
- Side Slopes - Slopes should not exceed a minimum ratio of 6:1 to a distance 30 ft. from the edge of traffic lanes.
- Paved Widths - 98 ft. depressed; 84 ft. raised.
- Right-of-Way\*\*\* - 200 ft.
- Sidewalks - None
- Median - 24 ft. minimum, desirable; median is measured between inside edges of opposing traffic lanes.
- Frontage Roads - Where heavy development—especially commercial and industrial—design should be altered to provide for frontage roads, preferably one-way.

\* When federal funding is involved, the depressed median shown as 18' should be 48'; this provides a 60' median—48' plus two 6' shoulders.  
 \*\* When raised median is used, a New Jersey barrier wall is normally incorporated into the design for safety.  
 \*\*\* On federally funded and state projects, R-O-W requirements will normally be greater—usually 300'—with widening interchanges.

## DIVISION C. UTILITIES

### Sec. 3-21. Improvement costs.

All costs incurred in the extension of utilities within and beyond the corporate limits of the town (when permitted) shall be paid by the developer and/or group receiving the benefits of such extensions. Annexation, or a binding agreement to annex, shall be a pre-requisite for the town to extend its utilities outside its corporate limits.

### Sec. 3-22. Water supply.

(a) Where a public water supply is within one-quarter mile, the developer shall install or have installed a system of water mains and connect to such supply. No street cuts for utility connections will be allowed after the street has been paved.

(b) Where a public water supply is not available, each lot in a subdivision shall be furnished with a water supply system approved by the State Health Department.

(c) Fire hydrants shall be required in all subdivisions. The maximum distance between fire hydrants shall be one thousand feet (1000') in residential areas, and five hundred feet (500') in commercial and industrial areas. The placement of fire hydrants shall be no more than ten feet (10') from the planned edge of the street.

### Sec. 3-23. Sewage disposal.

(a) With there being no public sanitary sewer system in Highfill at this time, an alternate method of sewer disposal system may be used when in compliance with the standards of the Arkansas State Board of Health and these regulations.

### Sec. 3-24. Utility design criteria.

(a) Water supply and distribution. All subdivisions shall be provided with water supply and water distribution systems approved by and meeting the requirements of the State Department of Health. Specifications shall, at a minimum, comply with requirements of the *The Arkansas Fire Prevention*.

(b) Water service connections. Water service connections shall be provided for every lot in the subdivision and the respective water system specifications shall govern the size and material used in the installation of water service connections.

### Sec. 3-25. Private water supply, septic tanks and absorption systems.

(a) Where a public water supply is not available, or a public sanitary sewer is not accessible, a certificate or letter from the county health department shall be presented showing the results of soil morphology or percolation tests for septic tanks and a statement as to the ability of soil to absorb water. The statement must set out that septic tanks meet the requirements of the State Health Department. The letter shall also state the State Health Department's recommendation as to the approximate recommended depth of wells, if known. If unknown, the subdivider shall sink a test well to enable the state health officer to evaluate the adequacy of the individual well water supply. The statement must set out that the well meets the requirements of the State Health Department.

(b) Whenever an on-site septic tank and an absorption system or water supply is to be provided, the subdivider shall require, as a condition in the bill of assurance of the subdivision, that those facilities shall be installed by the builders of the improvements in accordance with regulations and in compliance with the standards of the Arkansas State Department of Health.

## DIVISION D. UNIFORM SYSTEM FOR NUMBERING STRUCTURES AND NAMING STREETS

### Sec. 3-26. Numbering system established, compliance.

There is hereby established a uniform system for numbering the property frontage on all streets, avenues, and other public and private ways open for general public travel (referred to herein as "streets" or "street") in the Town of Highfill, Arkansas (the "Town"). All houses and other buildings shall be numbered in accordance with the provisions hereof. This system will assist the public and private sector in locating streets, buildings, and places in an easy and logical manner and it will provide protection of the public health and safety of persons living, working or visiting in the Town.

### Sec. 3-27. Base grid for numbering.

State Highway 264 and east/west extensions thereof to the east and west boundary of the Town's planning area, shall constitute the base line for numbering buildings along all streets running in a northerly and southerly direction; and the north/south portion of Holland Avenue and extensions thereof to the north and south boundary of the Town's planning area, hereafter to be known as Holland Street, shall constitute the base line for numbering buildings along all streets running in an easterly and westerly direction.

- (1) A street running in a northerly direction shall have an address placed on the mail delivery box and/or building indicating its location north of the base street.
- (2) A street running in a southerly direction shall have an address placed on the mail delivery box and/or building indicating its location south of the base street.
- (3) A street running in an easterly direction shall have an address placed on the mail delivery box and/or building indicating its location east of the base street.
- (4) A street running in a westerly direction shall have an address placed on the mail delivery box and/or building indicating its location west of the base street.
- (5) All buildings on diagonal streets shall be numbered the same as buildings on northeasterly and southwesterly streets if the diagonal runs more from the northeast to the southwest, and the same rule shall apply on southeasterly and northwesterly streets if the diagonal runs more from the southeast to the northwest. All buildings on diagonal streets having a deviation of exactly forty-five (45) degrees, shall be numbered the same as buildings on northeasterly and southwesterly streets.

### Sec. 3-28. Block numbers.

The numbering of buildings on each street shall be based on its block number. The block numbering for each street shall begin at the base line. All numbers assigned to property and buildings shall be assigned on the basis of one (1) for each twenty-five (25) feet of street frontage. Where a lot of record is in excess of twenty-five (25) feet of street frontage, with single building occupancy, the building shall be the nearest number within the sequence of twenty-five-foot segments.

### Sec. 3-29. Assignment of numbers-generally.

- (a) All buildings on the north and east sides of each street shall bear even numbers. All buildings on the south and west sides of each street shall bear odd numbers.
- (b) Where any building has more than one (1) entrance serving separate occupants, a separate number shall be assigned to each entrance serving a separate occupant provided such building occupies a lot, parcel, or tract having a frontage equal to twenty-five (25) feet for each such entrance. If the building is not located on a lot, parcel, or tract that would permit the assignment of one (1) number to each such entrance, numerals and letters shall be used, as set forth herein.
- (c) On loop streets and cul-de-sac streets, address numbering shall begin at the entrance nearest the grid centerline and increase to the opposite end as if the street were in a straight line. Grid

number changes will be made every 660 feet with odd and even numbers remaining on the same side of the street as they began.

- (d) Apartment buildings on public streets shall be assigned individual addresses.

Sec. 3-30. Same-Street extensions.

All buildings facing streets not extending through to the base line shall be assigned the same relative block numbers derived from the block grid system as if the street had extended to the base line.

Sec. 3-31. Same-Survey; display.

- (a) The Town shall cause the necessary survey to be made and completed to determine the address of property requiring the assignment of an address or requiring a change of address under the terms of this article. Thereafter, there shall be assigned to each house and other residential, commercial, industrial, or public building located on or gaining access to any street, avenue, or public way in the basing system, its respective number under the uniform system provided for in this article according to the survey.
- (b) When the survey shall have been completed and each house or building has been assigned or reassigned its respective number or numbers, the Town, in cooperation with the Benton County 9-1-1 Office, shall notify by letter:
  - (1) The owner, occupant, or agent of the affected house or building.
  - (2) The U.S. Postal Service, the major utilities serving the address area, and emergency services including the police and sheriff departments, fire department, and ambulance services.

The Town shall make a record of the date of the letter sent and the address to which it was mailed.

- (c) The owner, occupant, or agent of the affected house or building shall place or cause to be placed upon each house or building, the number or numbers assigned under the address system as provided in this article.
- (d) The numbers shall be not less than four (4) inches high and in a color contrasting to the building background when mounted on houses or buildings. The numbers shall be not less than two (2) inches high and in a color contrasting to the background when placed on mailboxes. The numbers shall also be conspicuously placed immediately above, on or at the side of the proper door of each building so that the number can be seen plainly from the street on which the number is based. Whenever any building is situated so that the number is not clearly discernible from the street line, or vision of the building from the street is otherwise obscured, the number or numbers assigned shall be placed near the walk, driveway or common entrance to such buildings, and affixed upon a gatepost, fence, mailbox, or other appropriate place so as to be easily discernible. Numbers painted or stenciled on the curb shall not be a lawful substitute for the display of address numbers prescribed by this article.

Sec. 3-32. Same-Multiple entrances, distinctive names.

- (a) Where only one (1) number can be assigned to any house or building, the owner, occupant or agent of such house or building who shall desire distinctive numbers for the upper and lower portion of any house or building, or for any part of any such house or building fronting on any street, shall be assigned the suffix "A", "B", "C", etc., as may be required. Fractional numbers shall not be used as an alternative to alphabetical designations.
- (b) Distinctive names such as "1<sup>st</sup> Place", "Plaza One", or the like, may be used by owners to name business locations. However, businesses so named shall also display the correct assigned address number or numbers in accord with this article.

Sec. 3-33. Plats.

For the purpose of facilitating correct numbering, a plat book or official map of all streets and public ways within the Town and neighboring service area showing the proper numbers of all houses or other buildings fronting upon all streets, avenues, public or private ways shall be kept on file in the Town hall. These plats shall be open to inspection of all persons during the office hours of the Town hall. Duplicate copies of such plats shall be furnished to the code enforcement official, building inspector, and other appropriate officials.

Sec. 3-34. Duty of Code Enforcement Official.

It shall be the duty of the code enforcement official or his designee, the same being the Benton County 9-1-1 Office, to inform any party applying for address numbers of the number or numbers belonging to or embraced within the limits of any lot or property as provided in this article.

Sec. 3-35. New location, permits.

- (a) The owner or agent proposing to locate any house, building or structure in need of an address in the Town shall apply to the Town and the Benton County 9-1-1 Office, for the said Office's assignment of the correct number or numbers.
- (b) In areas where building permits are issued, no building permit shall be issued for structures in need of an address and no mail shall be delivered until the owner or agent has been assigned the correct address. The applicant shall post a temporary sign displaying the assigned address number at the construction site until such time the permanent number can be displayed.
- (c) The address must be known by the owner or agent before electrical service is extended to the proposed building site.
- (d) Final approval of any structure erected, repaired or altered for occupancy after the adoption hereof shall be withheld by the Town and no mail shall be delivered until permanent and proper numbers have been affixed within thirty (30) days to the structure or otherwise in accord with the procedures of this article.

Sec. 3-36. Street naming system.

There is hereby established a uniform system of street naming in the address service area of the Town, and all streets, avenues, and other public and private ways open for general public travel shall be named in accordance with the provisions of this article. This system will assist the public and private sector in locating streets, buildings, and places in an easy and logical manner and it will provide protection of the public health and safety of persons living, working or visiting in the Town.

- (a) Streets running east and west shall be identified with a suffix "Avenue." Streets running north and south shall be identified with a suffix "Street."
- (b) Streets which are also state or federal highways will be identified by their local street name, followed by their state or federal designation in parentheses on the official street name and address reference map. For example, "1st Street (Ark. S.H. 12)."
- (c) A street or other public roadway running in the same direction and having an angular deviation of not more than ninety (90) degrees for a distance of not more than three hundred fifty (350) feet, shall carry the same name unless special circumstances make such a plan impracticable or not feasible.
- (d) Street names shall not be duplicated within the address service area.
- (e) The part of any street ending in a permanent "dead-end," or cul-de-sac, shall not carry the designation street, avenue, or road but may carry the designation "place, cove, trail, or terrace."
- (f) Loop streets are circular or rectangular planned streets which begin at one point and end at another point along a common street and do not connect to any other streets. The street name suffixes on these streets must not be "Street" or "Avenue" but shall be "Loop, Circle, Court" or other name indicating a closed street layout.

- (g) The Town Council may adopt further designations or any additional rules and regulations that may be required from time to time, upon recommendations of the planning commission, by amending this section.

Sec. 3-37. Transitional guidelines.

For the purpose of clarifying and systematizing the present street naming pattern in the address service area and to implement the application of the matter set forth in herein, there is hereby adopted the following plan:

- (a) The planning commission, coordinating with the neighboring authorities and the Benton County 9-1-1 Office, is hereby authorized to prepare and present to the Town Council a recommendation for the naming of all unnamed streets, avenues, and public and private ways within the address service area of the Town and to propose new names to eliminate duplications and sound-alike street names.
- (b) Guidelines for renaming existing streets may be used as criteria when considering the changing of a duplicate or sound-alike street name:
  - (i) Does one (1) street have any historical reason for its name?
  - (ii) Which street has the least number of structures on it and thus would require the least number of address changes?
  - (iii) Which street has had its name for the longest period of time?
  - (iv) Is the name and thoroughfare designation suffix appropriate according to other street names in the neighborhood?
  - (v) Which street name is used for the longest distance or the most traveled section?

Priorities can be established by numerically weighing the importance of these items. Streets with the highest total number would be given priority for name retention.

- (c) Developers of property shall propose street names on plats containing new streets under the guidelines of this article. All such names are subject to review by the planning commission for compliance with this article.

Sec. 3-38. Subdivision plats.

Every subdivision plat submitted to the planning commission and/or Town Council for their approval after the adoption hereof shall bear upon its face the report of the planning commission of the proper names of any and all streets, avenues, and public ways proposed for public use, including private streets within the jurisdiction of the Town.

Each lot designated on a subdivision plat shall be given a pre-assigned street number in accordance with the process provided herein upon submission for final plat approval, and the same shall be shown on said final plat. Address numbers shall be assigned to large lots relative to their capacity to be divided into two or more minimum size lots for the minimum width allowed by the zoning district. Address numbers shall be assigned to lots in the appropriate odd or even numerical sequence relative to their location.

Sec. 3-39. Street signs.

- (a) All public and private street signs shall be provided and installed at the expense of the original developer, and the same shall be done prior to final plat approval, for all new subdivisions in the Town. The street signs utilized shall conform to the public street sign standards established and approved by the Town.
- (b) Private street signs and private drive signs shall be required, and again, shall be originally installed at the expense of the owner or the developer thereof. They shall also conform to the public street sign standards established by the Town.
- (c) All street name signs, public or private, found not to conform with the provisions hereof may be removed by the Town and replaced.

- (d) Requests for private street signs on existing private streets shall be submitted to the Town Recorder. The Town Recorder shall forward authorization to the code enforcement officer or his designee, immediately upon completion, after which the person making the request may have the sign prepared and installed. All such signs shall conform to the public street sign standards established by the Town.

**Sec. 3-40. Changing names.**

The Town Council by resolution may change, rename, or name an existing or newly established street within the limits of the basing system at any time after the adoption hereof.

**Ordinance Number 04-09, as amended by the following Ordinances: 06-06, 06-17, 06-21, and 06-22.**