

TOWN OF HIGHFILL
SUBDIVISION REGULATIONS

Chapters:

15.04 Subdivision Code

15.08 Storm water Drainage Control Standards

TITLE 15

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- 15.04 Subdivision Code
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CHAPTER 15.04

SUBDIVISION CODE

Sections.

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15.04.01 Purpose. The purpose of this code is to set forth the procedures, requirements and minimum standards governing the subdivision of land under the jurisdiction of the Highfill City Planning Commission (herein referred to as the "Planning Commission").

15.04.02 Authority. This subdivision code is adopted in accordance with the authority granted by Act 186 of the 1957 General Assembly of the State of Arkansas as amended.

STATE LAW REFERENCE - The act referred to above is codified as A.C.A. 14-56-401 et seq.

15.04.03 Jurisdiction. The territorial jurisdiction of this code for subdivisions includes the land within the corporate limits of the City of Highfill and the surrounding area as designated on the Planning Area Map adopted on November 1, 1974, by the Planning Commission, approved by the City Council November 12, 1974, and as hereafter amended.

15.04.04 Definitions. For the purpose of this code, certain terms used herein are defined as follows;

Alley. A minor public way dedicated to public use for utility easements and vehicular access to the back or the side of properties abutting a street.

Building. See Structure.

Building Line. A line or lines established by the zoning code, designating the area within which buildings may be erected.

City Planning Commission hereafter referred to as "Planning Commission" or "Commission". The Planning and Zoning Commission of the City of Highfill, Arkansas.

Contour Intervals. Topographic map lines connecting points of equal elevations.

Dead-End Street. A street having one end open to traffic and being permanently terminated at the opposite end.

Dedication. Land and improvements offered to the city, county, or state and accepted by them for public use, control, and maintenance.

Development Plan. A drawing showing all proposed improvements to a piece of property such as streets, parking lots, buildings, drives, signs, utilities, drainage, grading and by size and location.

Easement. A grant by the property owner to the public, a corporation or persons, for the use of a strip of land for specific purposes.

Engineer. A registered professional engineer, registered in Arkansas and who is qualified to design streets, water and sanitation facilities, to supervise the construction of the same and perform general subdivision services.

Improvements. Physical changes made to property to prepare it for development such as street grading, drainage structures, street surface, sidewalks, curbs, gutters, utility lines, bridges and similar items.

Land Surveyor. A person who is registered in the State of Arkansas to make land surveys.

Lot. A portion of a subdivision or other parcel of land intended as a unit for transfer of ownership or for development.

Parcel. An area under one ownership.

Plan, Comprehensive The plan made and adopted by the Planning Commission and accepted by the City Council indicating the general location recommended for the various land uses, major streets, parks, public buildings and other public improvements.

Plan Major Street. The plan made and adopted by the Planning Commission and accepted by the City Council classifying certain streets within the planning area jurisdiction as arterial or collector streets.

Plat, Final. A complete and exact subdivision plat, prepared for official recording as required by statute, to define property boundaries and dedicated streets and other improvements and executed by the owner or owners of said real estate.

Plat, Informal. A plat for record of property not requiring dedications, easements or extensive development.

Plat, Preliminary. A preliminary plat for subdivisions shall be a formal plan showing outside lot dimensions, indicating prominent existing features of a tract and its surroundings, the general layout of the proposed subdivision and shall meet the requirements outlined herein.

Protective Covenants. Property restrictions established by the subdivider.

Right-Of-Way. The land opened, reserved or dedicated for a street walk, drainage or other public purposes.

Setback Line. A line or lines, established by the zoning Ordinance designating the area intended for future right-of-way as established by the Major Street Plan and restricting the placement of buildings therein.

Street. A strip of land, including the entire right-of-way, intended primarily as a means of vehicular and pedestrian travel which may also be used to provide space for sewers, public utilities, trees and sidewalks.

Street, Arterial. A street or road of considerable continuity which serves or is intended to serve as the principal trafficway between separated areas or districts and which is the main means of access to the primary street system or expressways.

Street, Collector. A street which in addition to serving abutting properties, intercepts minor streets, connects with community facilities and carries neighborhood traffic to the major arterial street system.

Street, Frontage. A minor street which is generally parallel to and adjacent to a major highway or railroad right-of-way and which provides access to abutting properties and protection from through traffic.

Street, Local. A street used primarily to provide access to butting properties.

Structure. Anything inanimate constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground, including roof overhangs, carports, garages, porches, and other similar structures.

Subdivider or Developer. A person, firm or corporation undertaking to develop a subdivision as defined in these codes.

Subdivision. A division of a lot, tract or parcel of land into two (2) or more lots or other division of land, for the purpose of transfers of ownership or development, extension of utilities, dedication of easements or right-of-way, whether immediate or future, including all changes in street or lot lines, provided, however, that where no new street, water mains, sanitary sewer mains or easement or access is involved, the following shall not be included in this definition and may be processed as an informal plat:

- A. The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the original lot areas are not decreased.
- B. The subdivision or re-subdivision of land where public water, sewer and improved streets are available and the resultant lots comply with the requirements of the zoning code.

Yard. That portion of a lot established by the building lines as minimum open space and intended to be unobstructed and unoccupied by any structure; however, such things as fences, poles, posts, fence walls and other customary yard accessories, ornaments and furniture may be permitted in any yard subject to height and visibility limitations.

Yard, Front. That minimum required open space extending between side lot lines from the front lot line to the nearest point of any building.

Yard, Rear. That minimum required open space extending between side lot lines measured from the rear lot line to the nearest point of any building as defined by the Zoning Code.

Yard, Side. That minimum required open space extending from the front yard line to the rear yard line on both sides of any lot, measured from the side lot line to the nearest point of any buildings.

15.04.05 Procedure for subdivision approval. The subdivider shall comply with the following procedure for the approval of plats:

A. Pre-Application.

The subdivider should consult with the City Planning Department for advice and assistance before the preparation of the preliminary plat and formal application for preliminary approval. At this time, the subdivider may request instructions and checklists for use as a guide in the preparation of the plat. This will familiarize the subdivider with these codes, the Master Street Plan, the Land Use Plan, Zoning Codes, and other official plans, policies, and public improvements.

B. Preliminary Plat.

Plan Submission. The subdivider shall submit to the Planning Commission an application for preliminary plat approval and fourteen (14) copies of a preliminary plat of any proposed subdivision to the City Planning Department at least fifteen (15) days prior to a meeting of the City Planning Commission at which consideration is requested. Submission of a preliminary subdivision plat shall constitute formal filing of a plat with the City. The City Planning Department will in writing advise the subdivider and the City Planning Commission as promptly

as possible of the extent to which the proposed subdivision does not conform to the standards herein, and will discuss possible modification if necessary to secure conformance. The City shall require the subdivider to submit six (6) copies of the plat, one (1) to each of the following: Electrical Department, Water and Sewer Department, Street Department, the natural gas supplier, cable TV supplier, and the telephone company for consideration and report. A letter of transmittal signed by each utility entity shall be returned to the City Planning Department no later than fourteen (14) days prior to the City Planning Commission meeting. The Planning Commission, in its review, may submit copies of the plat to the School Board, County Judge, or any other interested city, county, state, or federal agency for consultation and advice.

C. Final Plat.

The final plat shall bear the signature of the Planning Commission, Water and Sewer Department, Street Department, Fire & Ambulance Department, natural gas supplier, cable TV supplier, and telephone company.

D. Informal Plat.

When a property owner wishes to transfer parcels of property or parts of recorded lots that do not require replatting, dedication, vacations, reservations, changes in alignment of easements or rights-of-way or extension of utilities, then the City Planning Commission may waive preliminary plat and approve the final plat for filing with the county recorder. Approval must be signed by the chairman or secretary of the Planning Commission on the face of the final plat.

E. Fees.

When a subdivider submits a plat to the Planning Commission, he shall remit the following fees:

New Subdivision	\$50.00 preliminary plat
	\$30.00 final plat
Replat - Lot Split	\$30.00 filing fee

F. Document Requirements

The final plat original drawing shall be drawn in opaque waterproof media ink on linen, mylar or other reproducible stable base material at a scale of one inch (1") equals one hundred (100') feet.

Approval of Plans. The following information shall be submitted to the Planning Commission for review and approval.

	Engineer's Preliminary <u>Plat</u>	Plans and <u>Specs.</u>	May Be Submitted By Final Informal <u>Plat</u>	Separate <u>Plat</u>	Instrument
GENERAL					
Name and address of owner, developer, X engineer and/or surveyor		--	x	---	
Subdivision name, date, graphic scale, north arrow, acreage	x	--	x	---	
Legal description of the property with dimensions and angles sufficient to locate all lines on the ground. Lots and block shall be identified and property shall be located by section, township and range and by corporate limits	x	--	X	---	
Location and description of all stakes and monuments	--	--	x	---	
Flood area	x	--	x	---	

EXISTING CONDITIONS

	Engineer's Preliminary <u>Plat</u>	Plans and <u>Specs.</u>	May Be Submitted By Final Informal <u>Plat</u>	Separate <u>Plat</u>	Instrument
Original topography at two (2) feet maximum contour intervals where slopes are less than ten (10%) percent and at five (5) feet maximum contour intervals where slopes are more than ten (10%) percent along with water courses and rock outcroppings	x	---	x	---	
Locations and names of existing or platted streets and utility easements within or abutting the subdivision	x	---	x	---	

Location of all prominent physical features such as buildings, railroads, parks, creeks, public open spaces and adjoining subdivisions x --- --- ---

Location and size of existing utility lines, water courses, bridges, culverts, lakes, floodplains, and underground installations within or adjacent to the subdivision x --- --- ---

PROPOSALS

Drainage plan with proposed cuts and fills -- x --- --- x

Location and dimension of all proposed lot lines, lot and block numbers, building lines, street lines, easements dedications and reservations x --- x ---

Radial and linear dimensions including angles, bearings, or aximuths of all proposed lot and street lines --- --- x ---

Proposed use of all land in the subdivision x -- -- -- x

Engineer's
Preliminary
Plat

Plans and Final
Specs.

May Be
Submitted By
Informal
Plat

Separate
Plat

Instrument

Location and size of any property to be dedicated or reserved with conditions for special uses --- --- x ---

Location and size of proposed utility lines and drainage systems -- x -- -- x

Sidewalks, if any -- -- x -- x

INFORMATION TO SUPPLEMENT THE PLAT

Letter of transmittal x - x

Vicinity Sketch to show the relation of plat to major streets	x	--	X	--	
Plans of street utility lines with profiles	--	x	--	--	X
Typical cross section of streets	--	X	--	--	X
Protective covenants if any	--	---	x		
Certificate of survey and accuracy by surveyor	----	----	x	----	
Certificate of approval from City Electric Department, if service is not installed by the city	----	x	----	---	---
Certificate of ownership, title and dedication	--	--	X		

	Engineer's	Plans and	May Be Submitted By		Instrument
	<u>Preliminary</u>	<u>Plat</u>	<u>Plans and</u>	<u>Final Informal</u>	<u>Separate</u>
	<u>Plat</u>	<u>Specs.</u>	<u>Plat</u>	<u>Plat</u>	<u>Plat</u>
Certificate of approval by the City Planning Commission	X	--	X	--	
Certificate of approval of streets, easements, grading and drainage by the City Street Department	---	---	x	---	
Certificate of approved water, sewer and street construction by registered professional engineer	--	X	---	---	
Certificate of acceptance of dedication by the City Council	---	----	x	-----	
Approval of sewer and water systems by State Health Department	--	X	--	X	
Guarantees in lieu of improvements by surety bond or cash	--	--	X	--	X

G. Conditions of Acceptance.

The City shall not have any responsibility with regard to any street or other improvements, notwithstanding the use of the same by the public, unless the street or other improvements shall have been accepted by the city.

1. All subdivision, together with the water and sewer lines and streets shall be designed by and installed under the supervision of an engineer as herein defined and approved by the supervisor of the water, sewer and street departments and all land surveys shall be made by a land surveyor as herein defined. The engineer, subdivider and developer shall be responsible for the correct construction of the sewer and water lines and the streets in said subdivision.

2. All engineering and surveying expenses shall be at the expense of the subdivider or developer.

3. All water lines shall be of adequate size to comply with the recommendations and codes of the Insurance Service Office of Arkansas to such an extent that the extension of the water lines into such subdivision shall not cause the City of Highfill to receive an increase in fire insurance ratings or fire insurance rates.

5.04.06 Design standards. The developer shall conform to the following standards:

A. Variations. If the provisions of these standards are shown by the subdivider to cause undue hardship as they apply to his proposed subdivision, the City Planning Commission may grant a variance to the subdivider from such provisions, so that substantial justice may be done and the public interest secured, provided that the variation will not have the effect of nullifying the intent and purpose of this code. A copy of each variance shall be kept on file by the City clerk.

B. Conformity. The subdivision shall conform to the official plans and codes that make up the comprehensive plan including the land use plan, the street plan, access control plan, community facilities plan and all applicable codes.

C. Fitness for Development. Based on topographic maps, soil surveys prepared by the Department of Agriculture, drainage information from the comprehensive plan and any special studies made by or for the city or information provided by the developer, the Planning Commission may require that steep grades, unstable soil and floodplains be set aside and not subdivided until corrections are made to protect life, health and property.

D. Street Design Principles.

Extensions. All street extensions shall be projected at the same or greater width, but in no case less than the standard set out in this section.

Standard Widths. Subdivisions that border on existing streets, shall dedicate additional right-of-way as required to meet the minimum standard width.

Street Names. Names of streets shall be approved by the city and shall be consistent with natural alignment and extensions of existing streets, and new street names must be used which will not duplicate or be confused with existing names.

Street Name Signs. Shall be placed at least seven (7') feet high next to the curb on two diagonal corners of each intersection. The City of Highfill will provide and will erect all street name signs.

Tangents. A straight tangent at least one hundred (100') feet long shall separate reverse curves.

Access. Adequate vehicular and pedestrian access shall be provided to all parcels.

Access Control. Local streets shall not detract from the efficiency of bordering arterial routes and all driveways with access to collector and arterial streets shall be discouraged.

Through Traffic. Local street systems should be designed to discourage through traffic movements.

Expressway or Freeway. Expressway or freeway right-of-way standards shall be a minimum of two hundred (200') feet inside the city limits and as required by the Arkansas Highway Department outside the city limits but inside the Highfill planning area boundary.

Dead-End Streets. The Planning Commission may grant a variance to the maximum length for dead-end streets where it can be determined that hilly terrain is a deterrent to through street development. the variance may only be granted where the following conditions have been met:

- A. Elimination of on-street parking on the street.
- B. Provision of standard street widths, and
- C. Placement of hydrants in accordance with the requirements of the Fire Chief

Medium Design Standards for Streets. In addition to the standards indicated above, the following standards shall apply to all streets:

<u>Design Feature</u>	<u>Minimum Design Standards For Streets</u>			
	<u>Arterial Street Design</u>	<u>Collector Street Design</u>	<u>Local Street Design</u>	<u>Intersection Street Design</u>
See Major Street Plan	X	---	---	
Right-of-Way (Minimum)	80'	60'	50'	---

Pavement Width Excluding curb and gutter (Minimum)	48'	36'	26'	---
Maximum Grade Percentage	8	10	15	---
Dead-End Street (Maximum Length) All Dead End streets shall have a turnaround	---	---	660'	---
Turnaround R-O-W Radius (Minimum)	--	---	50'	---
Turnaround Pavement Radius excluding curb and gutter (Minimum)	---	---	38'	---
Sidewalks (Width)	4'	4'	4'	---
Intersection to curb cut (Minimum)	50'	50'	40'	---
Shoulder Width	8'	---	---	---

<u>Design Feature</u>	<u>Arterial Street Design</u>	<u>Collector Street Design</u>	<u>Local Street Design</u>	<u>Intersection Street Design</u>
Between curb cut (Minimum)	50'	40'	14'	
Minimum Sight distance	---	---	---	-----
Grades within one hundred (100') feet	---	----	--	0-4%
Minimum Angle	---	---	---	75 Degrees
Minimum Curb Radius				
Local Streets	---	---	---	25'
Collector Streets	---	---	---	50'
Arterial Streets	---	---	---	60'
Minimum Jogs				
Local Streets	---	---	---	150'
Collector Street	---	---	---	200'

Arterial Streets	---	---	---	300'
Surface Type	Concrete or Hot Mix Asphalt	Concrete or Hot Mix Asphalt	Concrete or Hot Mix Asphalt	

Street Construction. Street grading base, paving and construction shall be in accordance with city requirements as follows:

A. Street Components - The subdivider shall be required to have proper sized ditches and culverts designed, submitted, and approved as a supplement to the preliminary plat and prior to final plat approval. Said design plans shall be made a part of final plat approval.

B. Subbase (or Subgrade) - After the proposed grading has been completed with the necessary cuts or fills completed, the subbase shall be thoroughly and adequately compacted to the minimum requirements as stated in the "Minimum Standards Table For Pavement Thickness Design." The area under the proposed pavement shall be tested and a copy of these test results presented to the City Street Superintendent.

Where construction shows soil types other than those anticipated by the Engineer, the Street Superintendent shall require detailed pavement design data including soil investigations by the Engineer and any other tests deemed necessary to ensure that a satisfactory subbase can and will be constructed.

The Street Superintendent will visit the site and meet with the subdivider and the engineer when all testing requirements have been met to approve the subbase.

After approval of the subbase, the subdivider shall proceed to construct the base course, where required. If the base course is required (under hot-mix asphalt concrete surface), the subdivider shall have the compacted base course tested and shall present the testing results to the Street Superintendent for approval prior to placement of the surface course.

The minimum number of tests on both subbase and base shall be determined by the City Street Superintendent and the Engineer involved in the design of the streets. However, in no case shall that number be less than three (3) for any section of street. All testing shall be performed by a qualified, independent laboratory, and the cost of such testing shall be at the expense of the subdivider.

After the base course has been approved, the surface course shall then be placed. The specific material requirements and construction procedures for all street construction shall be in accordance with the latest edition of the Standard Specifications of Highway Construction published by the Arkansas State Highway Commission. A copy of these specifications may be obtained from the Arkansas State Highway and Transportation Department, Little Rock, Arkansas.

Surface course shall be placed with mechanical spreader and finishing equipment which are self-propelled, capable of spreading and finishing the mixture true to line, grade and cross section

without the use of side forms or side supports. The paver shall be capable of laying the mixture to a width of at least twelve feet (12') and shall be equipped with mechanical compensating devices to adjust to grade.

For concrete paving, placement shall be by a mechanical vibrating machine of approved type and design. The machine may be mounted either on the mechanical spreader or operated as a separate unit on an individual carriage traveling on the forms. If the contractor so elects, he may use a slip-form paver in lieu of the conventional paving train and stationary side forms.

After completion of the placement of the surface course, plugs or core samples shall be taken at intervals to be determined by the Street Superintendent and the Engineer. These plugs shall reflect both by an approved independent laboratory. The results of those tests shall determine the acceptability of the surface.

Local Street Border Design. Local street borders shall consist of curb and gutter constructed of concrete according to the following standards:

Curb and Gutter for Asphalt Street. Concrete curb and gutter for asphalt streets shall have a back height of not less than fourteen inches (14"), a base width of not less than twenty-four inches (24"), face of curb height of six inches (6") and a gutter width of eighteen inches (18")

Curb and Gutter for Concrete Streets. In the event the subdivider elects to construct concrete streets, then the thickness of the face of the gutter can be reduced to conform with the actual pavement thickness as defined, i.e., if five inches (5") of Portland concrete street pavement is constructed, the surface of the gutter may be reduced from eight inches (8") to five inches (5") in thickness.

Roll-Type Concrete Curb and Gutter. Roll-type concrete curb and gutter on streets where this type of construction is permitted shall be identical in all dimensions to the curb and gutter as set out in (a) and (b) above, except that intersection of the gutter and face of the curb shall be constructed with a radius of approximately twelve inches (12") to fifteen inches (15").

Concrete Drainage Swales. Concrete drainage swales of not less than four feet (4') in width minimum, formed to grade, shall be constructed across those intersections where it is necessary to transfer water from one side of the intersection to the other. The thickness shall be equal to the pavement thickness as reassured in "Minimum Standards Table for Pavement Thickness Design", of this Code. The concrete swale shall be placed along a line drain straight across the intersection. On concrete street construction, the swale shall be shaped and separated by expansion joints.

If possible, the top of the curb shall be set a minimum of twelve inches (12") below the ground elevation at the planned building setback line to ensure adequate drainage.

Where permitted by variance, said border design may be replaced by stabilized shoulders at least three feet (3') wide and sodded or seeded drainage swales at least three feet (3') wide and eighteen inches (18") deep and designed under the following considerations:

A. The specific design of ditches and culverts as related to ditch-type street construction shall be considered together. The rationale for their design is based upon the area to be serviced by the ditches. The ditch size is based on the area which will drain into the ditches, as well as the projected frequencies and amounts of rainfall. The size of both the ditches and culverts shall be determined by a professional engineer.

B. The side slopes are recommended to be no steeper than four to one (4:1) with a rounded bottom at least four feet (4') wide (minimum depth one and one-half to three feet (1 1/2' to 3')). In any case, the side slope shall never be steeper than two to one (2:1), with the minimum bottom width not less than eighteen inches (18")

C. In order to prevent the depositing of sediment, the minimum gradient for earth and grass line channels shall be 0.5% (six inches 6" per one hundred feet (100) and should be kept constant or increasing if possible.

D. To avoid erosion, the design of the ditches shall include velocities always less than that permissible for the particular kind of soil.

E. Ditch bottoms shall be protected from erosion. They may be sodded or seeded with the aid of temporary quick-growing grasses. Grasses may also be used in combination with other more rigid types of linings, the grass being on the upper bank slopes. Linings may consist of stone dumped, hand-placed or grouted preferably laid on a filter blanket of gravel or crushed stone. Many steep erodible channels may be lined with asphalt or concrete.

F. Design grades and culvert inverts shall be staked in the field to ensure proper ditch construction. Proper design of culverts shall include headwalls and wingwalls at each end, their size dependent upon the culvert size. Backfill around drainage structures shall be with adequately compacted crushed stone.

MINIMUM STANDARDS TABLE
FOR PAVEMENT THICKNESS DESIGN

		Nonreinforced Portland Cement Concrete (3,500 psi)* Air-Entrained	Hot-Mix Asphalt Concrete
P A V E M E N T	Depth of Surface Course	2"	Compacted to 92% Theoretical Density
	Depth of Base	6"	Compacted to

C	Course (SB-2)	None	92% Modified
O	Crushed Limestone	Required	Proctor
M			
P		6"	9"
O	Depth of Subbase	Compacted to	Compacted to
N	Course	90% Standard	90 % modified
E		Proctor	Proctor
N			
T			
S			

*Portland cement pavement shall have the following joints either grooved or sawed one-fourth (1/4) inch width and to a depth of one-fourth (1/4) the slab thickness:

Transverse Joints - A. Contraction joints shall be a maximum of fifteen (15) feet apart.

B. Expansion joints shall be a maximum of sixty (60) feet apart.

Longitudinal Joints - The maximum pavement width that may be constructed without a longitudinal joint is fifteen (15) feet.

All joints shall be sealed with approved joint material.

After placement and finishing of concrete pavement, the entire surface shall be sprayed or adequately covered with the proper liquid membrane-forming curing compound.

In no case shall the newly constructed concrete pavement be opened to traffic in less than seven (7) days.

The criteria for collector street border design is identical to that for local street border design except that roll-type curb and gutter is not permitted.

E. Area Design

Block Width. Blocks shall be two (2) tiers of lots deep, except where topography, highways, railroads, utility lines or other physical features will not permit it.

Lot Size. The size and shape of lots shall not be required to conform to any stipulated pattern but side lot lines should be at right angles to straight streets or radial to curved streets. When a tract of land is subdivided into larger than normal lots, the Planning Commission may require arrangements of the lots to permit the logical location and opening of future streets and appropriate re-subdivision of the lots.

Easements. Easements at least twenty (20') feet wide shall be centered along rear; lot lines and along side lot lines where needed to provide for utility lines and surface drainage. The Planning Commission may require larger easements for major utility lines, unusual terrain or drainage problems.

Monuments. Reinforced concrete monuments with appropriate marking four inches by four