# Subdivision Final Plat

Application and Checklist for Approval

PLANNING DEPARTMENT
Office (479) 795-2750 ▪ Fax (479)795-2545 ▪ planning@centertonar.us

Project Title_____ PROJECT NO. **SUB ____-_____**

Planning Area: **Yes / No** City Limits: **Yes / No** County PC Notified: **Yes / No / NA**

Date on Submittal: _____ Date Received: _____

Application Fee: $500.00 Date Paid_____ Receipt #_____ Ck #_____

Fee includes two final inspections and three plan reviews. Recording Fees will be invoiced separately.

PC Approval Date: _____ CC Approval Date: _____ Ord # _____

Date: _____ Project /Business Name: _____

We respectfully request that the following subdivision Final Plat and project be considered for approval at the **Centerton Planning Commission Meeting** on (date) _____.

**Applicant/Agent Name:** _____

**Property Address/Location:** _____

**Section** _____ **Township** ____ **Range** ____ **Parcel ID:** _____

**Zoning** _____ Use: _____

| | OWNER | DEVELOPER |
|---|---|---|
| **Contact** | | |
| **Business** | | |
| **Address** | | |
| **Phone** | | |
| **Fax** | | |
| **E-mail** | | |

| | DESIGN PROFESSIONAL FIRM | REPRESENTATIVE |
|---|---|---|
| **Contact** | | |
| **Business** | | |
| **Address** | | |
| **Phone** | | |
| **Fax** | | |
| **E-mail** | | |

**Which of the above assumes responsibility for expenses incurred outside the initial application fee?**

___ Applicant ___ Owner ___ Developer ___ Engineer/Surveyor ___ Other: _____

**PROPERTY OWNER:** I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. **(If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.) Owner letter designating Authorized Agent received – YES / NO / NA**

Property Owner/Authorized Agent= Signature: _____Date: _____

**DESIGN PROFESSIONAL**: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect, or false information is grounds for invalidation of this Application. I understand that the City may not approve my application or may set conditions on approval.

Design Professional - Signature: _____ Date: _____

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## CHECKLIST

The following applicable information must be submitted at the end of construction and **prior** to any formal action by City to approve Final Plat documents for recording and individual lot sales.

☐ **Application & Checklist** – **Include** a copy of this application and completed checklist by Design Professional and following enumerated record items & documentation.

☐ **Application Fee** – **$500 Application Fee**.

☐ **Certificate of Completion**. The Engineer of Record shall submit a statement certifying that "All improvements and installations have been completed in accordance with the approved construction documents dated _____ and City specifications".

☐ **Record Drawings (As-Builts) & Final Plat** - **Review copies** of the Final Plat and Record Drawings (as-builts) shall be submitted to the City of Centerton Planning Department. Record Drawing layout shall meet the requirements for Preliminary Plat submittals. Record drawings must be submitted and accepted, and all punch-listed work items of deficiencies shall be completed/corrected before the final plat will be placed on the Planning Commission meeting agenda.

☐ **City of Centerton – Planning; 200 Municipal Dr.; PO Box 208; Centerton, AR 72719**

| ITEM | REVIEW COPIES | FINAL "APPROVED" COPIES |
|---|---|---|
| 18" X 24" Final Plat Drawing with a borderless "Filed for Record" block of 2.75"X2" in upper right corner. | 4 | Depends on # of recorded copies needed by owner/developer. (County gets 2, City gets 2)<br><br>(Owner/Developer may provide as many copies above 4 as needed for his/her own records) |
| 11X17 Addressing Plat (showing only the boundary, street names, lot #'s, and setbacks) | 2 | 1 |
| Drainage Report | 2 | 1 |
| Half Size Record Drawings | 0 | 2 |
| Full Size Record Drawings | 4 | 2 |
| Digital copy of each document being submitted | 1 (Jump Drive, or electronic/email) | 6 (Jump Drive) |

☐ The Record Drawings shall fully document and clearly note all deviations from Approved Plans and show the actual location of: Streets-Sidewalks-ADA Ramps-Stripping; Signage; Lighting; Stormwater Drainage facilities and appurtenances; Water & Sewer Utilities and appurtenances & services; and all Franchise Utility infrastructure (pedestals-poles-structures-conduits-etc.). This normally includes streets, water, sewer, and drainage facilities.

☐ For all water, sewer, & storm systems/infrastructure, include coordinates referenced to the Arkansas State Plane Coordinate System – North Zone, NAD83 Grid, (with designation of Combined Scale Factor for at least two points on each drawing if distances have been converted to "ground") and Bench Marks listed with vertical datum referenced to NAVD-88 Datum.

☐ **Detention Basin As-Built Survey** - Developer shall have an as-built survey conducted for any stormwater detention basin included in the project. The Survey shall be as defined in the Centerton *Stormwater Management & Drainage Manual*. The Engineer of Record shall model the As-built detention basin information and provide updated calculations and **certification** that the detention facilities were constructed in accordance with the approved construction plans and approved drainage report. Any corrections or deficiencies must be completed before acceptance of Final Plat will be considered.

☐ **Lots Monumented** – A licensed surveyor shall furnish **certification letter** that all Monuments have been placed at each corner, angle point, and at the beginning and end of all curved segments of each lot or parcel being created within 30-days of PC Approval.

☐ **Street Lights – Installed and operational with electric power by Developer.**

☐ **Street Signs** – **Installed by Developer.** Developer can order signs through the City. The cost of signs will be invoiced and paid for, with installation completed before Final Plat approval.

☐ **Final Inspection -** A final inspection of the development **will not be scheduled until** the Record Drawings are submitted as outline above. Once the Engineer of Record for the project has performed an inspection of the site and all deficient items are addressed; the City shall be provided Record Drawings as noted above and schedule final inspection. The contracted City Engineer, Morrison-Shipley Engineers or City designated alternate, will conduct final inspection along with City Departments. Any final corrections or deficiencies must be completed before approval of Final Plat will be considered. The Developer will be charged for actual cost of inspections/reviews and any follow-up inspections needed for final approval.

☐ **CWSD Final Inspection** shall be conducted on all water and sewer systems improvements according to Section 8 of the current Centerton Water & Sewer Department's Standard Specifications and Standard Details. In addition, any inspections of water and sewer facilities, and correction of any defects identified, must be completed to the satisfaction of the Centerton Water and Sewer Department. Contact Frank Holzkamper, CWSD Superintendent, at (479) 795-0222.

☐ **Punch list** – After final inspection is performed by the City of Centerton, a punch list of items for correction and/or completion will be returned to the project engineer. These items **must be fully**

**addressed, with no known items outstanding.** A written statement from the project engineer for the project must be submitted saying that in the engineer's opinion, all punch list items have been addressed in a satisfactory manner. Failure to provide this written statement will result in delay of the Final Plat approval.

☐ **Re-Submittals:** As required, with any revisions noted during the Review/Approval process.

☐ **Certifications and Bonds:** The following will be required before approval will be given on the Final Plat. **Bonds apply only to public improvements, including** streets & appurtenances; drainage & appurtenances; and water and sewer improvements & appurtenances as associated with the project, whether on or off-site. A detailed cost breakdown of all bondable items shall be submitted to the City for review of adequacy. All required bonds will be provided to the City with bond amounts based on approved cost breakdowns. Bonds are to be effective from date of recording final plat.

- ☐ **Street Maintenance Bond** – standard 100% for 2 years.
- ☐ **Drainage Maintenance Bond** – standard 100% for 2 years.
- ☐ **Water & Sewer Maintenance Bond** (50% for 1 year). (Example in the *CWSD Standard Specifications and Standard Details Manual*.)
- ☐ **Certificate and Affidavit** for the Centerton Water & Sewer Department. (Form found in the *CWSD Standard Specifications and Standard Details Manual*, Page 110)

☐ **Deed Documents** – as necessary for any property to be conveyed to the City such as Lift Station or public park.

☐ **Covenants** in final draft form. The final covenants will be reviewed by City attorney and Planning Commission. The final covenants will be recorded with the Final Plat. **Covenants must include statements** similar to those on pages 10-12 of this checklist.

☐ **Final Plat Approval:** At least **eight (8) original Sets of Approved Final Plat drawings with a 2" H x 3 ½" W un-bordered section in upper right corner of each plat page (for recording stamp)**. These should include any revisions noted during the Final Plat review/approval process. (City – 2 sets; Benton County Recorder of Deeds & Records-2 sets; Applicant/Developer – 4 sets).

☐ **Recording**: After approval by the Planning Commission and the City Council, the City will record the final plat drawing, covenants, and ordinance in the office of the Recorder of Deeds and Records for Benton County, Arkansas. Recorded items will be returned to the engineer of record for the project unless they specify differently in writing.

☐ **Recording Fees** – The Developer will be responsible for payment of filing fees before original plats are released to the owner/developer/designer.

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## FINAL PLAT REQUIREMENTS

The following is a summary of the items, which constitute a subdivision final plat submittal. This list is a summary of the regulations of the City of Centerton. It is required that the Developer become familiar with all regulations pertaining to Final Plats adopted by and with all standard practices followed by the City in the Final Plat approval process. All Final Plats shall comply with the latest revision of the "Arkansas Standards of Practice for Property Boundary Surveys and Plats" and these requirements; and shall be drawn at a scale not smaller than 1" =100' and shall include the following information.

- ☐ The Licensed Surveyor shall seal, sign and date the Final Plat survey and provide COA (Certificate of Authority) information of name, address, phone, and COA #

- ☐ Boundary survey for Plat boundary, with written metes/bounds description, reading clockwise from POB, including gross and net developed area in square feet and acres. Exterior tract boundaries shall show distances in feet and directions by bearings and reflect Surveyed & Recorded values when different. When circular curves are platted, the following four (4) curve elements shall be shown: radius, arc length, chord bearing, and chord distance. Monuments or pin references bearing the license number of the responsible surveyor shall be set at all parent tract corners and at all created tract or lot corners. Tract or lot lines that cross into or across public rights-of-way shall also be monumented at the points of intersection.

- ☐ Written survey description for dedicated public street ROW on perimeter of Platted area.

- ☐ Point of Beginning of parent tract boundary will start from a permanent well-defined reference point such as a Section Corner or One-Quarter Section Corner.

- ☐ Arkansas State Plane Coordinates, North Zone, NAD83 Grid coordinates shall be labeled on at least two corners of the Plat exterior boundary.

- ☐ Ties to corners, monuments, corner accessories and other relevant witness information, which control the location of a boundary or corner, the surveyor's basis for acceptance thereof, and the originating source of monuments or accessories.

- ☐ Easements: Show width, location, and purposes of all existing and proposed easements for drainage, utilities, flood control, conservation, and all other public purposes within and adjacent to the project. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the Plat and As-Built plans. Include recording information for existing easements.

- ☐ Reasonably observed encroachment and possession lines, as applicable, shall be noted.

- ☐ For all properties adjacent to the exterior boundaries of the project show property lines, parcel ID's, names of owners, and deed book and page.

- ☐ Name, address, telephone numbers, and fax numbers (if available), of the record subdivision owners, applicant, design professional that prepared the plat, and utility companies.

- ☐ North arrow with basis of direction and bar scale. When the basis of direction is referenced to the Arkansas State Plane Coordinate System, NAD83 Grid, a note shall be included to list Convergence Angle at a specified point. If distances have been converted to ground, the

Combined Scale Factor at a specified point shall be noted.

- ☐ Date of preparation, zoning classifications, setbacks, and proposed use.
- ☐ A general vicinity map showing the location of the project within the city with a radius of 1 mile, indicating subject in relation to Section-Town-Range.
- ☐ Notes regarding wetlands and flood areas, if applicable, including any wetland determinations performed. Flood areas shall include base flood elevation (BFE), when applicable, and reference FEMA FIRM panel number, effective date, and method of location. Each lot that is entirely or partially within a flood hazard area shall be designated as being flood prone. 100 & 500-year potential flood lines shall be shown.
- ☐ Title Block, indicating the name and type of project and name of professional firm or individual who prepared the drawing(s), date prepared and revision block.
- ☐ A complete and accurate legend.
- ☐ Location and notes regarding existing well and/or septic systems.
- ☐ Location of all visible existing structures that remain on Parent tract.
- ☐ Label type and dimension of monuments found or set during the course of the survey setting Platted lot, parcel, and subdivision perimeter corners; All created tract/lot corners shall be pinned or otherwise monumented bearing the license number of the responsible surveyor shall be set at all tract/lot corners.
- ☐ Site Benchmark tied to a specific, defined Datum Point(s) referenced to NAVD-88 Datum.
- ☐ Street right-of-way lines, including rights-of-way for the City, County and the AHTD, with centerlines dimensioned. Show the location, widths, and names or designations of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; show private easements within and adjacent to the project; and the radius of each centerline curve labeled and curve data table. Private streets shall be clearly indicated, including responsibility for operation-maintenance-repair-replacement. Identify if streets have curb & gutter or shoulder; thickness of asphalt or if other surfacing material used (ex. 3" asphalt on 6" SB-7).
- ☐ Lots: The lot layout, dimensions, lot number, area in square feet and acres (to the nearest 1/100$^{th}$ acre), setbacks, and easement lines shall be designated and shown for each lot. Lots shall be numbered consecutively for all phases. The total number of lots and number of developable lots shall be indicated on the plat.
- ☐ Finished Floor Elevations - Where a lot is entirely or partially in a flood hazard zone with base flood elevations (BFE) determined, or adjacent to open drainage or detention ponds, the lowest finished floor elevation allowed for a building shall be indicated on the lot.
- ☐ Signature Block per Centerton Requirements. See example on Page 7.

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## *EXAMPLE OF SIGNATURE BLOCKS for SUBDIVISION PLATS:*

### Certificate of Ownership and Dedication of Public Rights-of-Way/Easements:

I/We, the undersigned, Owner(s) of the Real Estate shown and described herein, do hereby certify that I/We am/are the sole owner(s) of the herein platted property and have caused said property to be surveyed and platted and do hereby dedicate all Rights-of-Ways and Utility, Drainage (excluding detention ponds), and Conservation Easements as shown to the public for the installation, operation, maintenance, and replacement of streets, public and franchise utilities, and drainage systems. Easements designated as utility easements or "UE" are for the above or below ground facilities and appurtenances of public and franchise utilities according to the Centerton Utility Placement Guide. The respective utility companies shall have right of ingress and egress to said easements, the right to prohibit the erection of buildings, structures, or fences within said easement, and the right to remove or trim trees, hedges or shrubs that may interfere with or endanger said utilities. Any improvements installed within the Utility Easements are installed at the risk of the installer, as they are subject to being removed without replacement should it be necessary for any public or franchised utility to undertake construction or maintenance within the Utility Easement**.** No other statements on this plat or hereinafter recorded therefore shall grant any utility special, exclusive, or additional privileges within designated public easements.

| _____ | _____ | _____ |
|---|---|---|
| Printed Name / Company | Owner Signature & title | Date |
| _____ | _____ | _____ |
| Printed Name / Company | Owner Signature & title | Date |

*State of Arkansas*
*County of* _____

*Sworn to and subscribed before me this* _____ *day of* _____*, 20*___*.*

*Notary Public* _____

*My Commission Expires*_____

### Centerton Planning Commission Approval:

Approved by the City of Centerton Planning Commission and recommended for acceptance this _____ day of _____, 20___.

Planning Commission Chairperson: _____

City Engineer: _____

Street/Parks Department: _____

Fire Department - Chief: _____

Water & Sewer Department: _____

### Centerton City Council Acceptance:

This plat and any dedication(s) thereon is/are hereby accepted by the City of Centerton City Council this ____ day of _____, 20___.

ORDINANCE No. 20___-____

| _____ | _____ |
|---|---|
| Mayor – Bill Edwards | City Clerk – Todd Wright |

# Statement Required in Covenants

- **Storm Water Management Facilities Maintenance** –
  1. "Under and pursuant to various regulations from time-to-time adopted and implemented by the City, responsibility for operation, maintenance, repair, and replacement of storm water management facilities developed, constructed, or installed within the Subdivision, or to service the Subdivision, is hereby imposed upon the owners of the lots within the Subdivision. Such facilities are hereby declared to constitute common properties of the Subdivision whether on or offsite.
  2. In order to ensure compliance with and enforcement of such regulations, the City is hereby declared to be a third party beneficiary under these covenants and conditions, and is specifically authorized and empowered hereunder, as fully as if a signatory hereto, to undertake and perform required operation, maintenance, repair, and replacement of any such storm water management facility, upon failure of the lot owners to timely do so. Further, should the City undertake operation, maintenance, repair and replacement of such facilities as herein provided, the City shall be entitled to be reimbursed for all costs incurred in effecting same and, upon failure of the lot owner(s) to reimburse the City for his or her pro-rata share of the cost, the City is authorized and empowered to implement the provisions of Paragraph 3, to establish and collect assessments to pay the defaulting lot owners' share of the costs. The power and authority herein granted to and vested in the City shall apply, notwithstanding the existence or nonexistence of an organized property owner's association.
  3. By acceptance of the deed or other instrument of conveyance for his/her/their lot within the Subdivision, each lot owner shall be deemed to covenant and agree to pay any assessment levied to offset the costs incurred by the City for the operation, maintenance, repair, and replacement of any storm water management facility servicing the Subdivision hereinafter referred to as the "Storm Water Assessment." This Storm Water Assessment, together with such interest thereon and costs of collection as provided below, shall be a continuing lien on the lot affected and shall also be a personal obligation of the owner(s) of such lot from the date when the Storm Water Assessment is due and payable until paid in full. Such personal obligation shall not pass to successors in title to the affected lot unless expressly assumed by such successor. Any Storm Water Assessment levied as set forth in these covenants and conditions shall become a lien on the affected lot as soon as such assessment is due and payable. In the event any owner fails to pay the Storm Water Assessment when due, the Storm Water Assessment shall then bear interest at the maximum legal rate permitted by the State of Arkansas on the date when such Storm Water Assessment is due and shall continue to accrue at that rate until it is paid in full. Such Storm Water Assessment shall be due fifty (50) days after the date it has been fixed and levied, and, if not paid, shall become delinquent and the payment of both the principal and interest accrued may be enforced as in the case of a laborer's lien on the affected lot, and a notice of such lien may be filed with the Circuit Clerk of Benton County, Arkansas. In the event legal proceedings are commenced to collect the Storm Water Assessment, or if the services of any attorney are retained by the City, the non-paying owner or owners shall be obligated to pay all costs incurred, plus reasonable attorney fees, which costs, and fees shall become a portion of the lien and may be foreclosed on in the same manner as the assessment as provided above.
  4. The Storm Water Assessment shall be used exclusively to offset any cost to the City associated with operation, maintenance, repair, and replacement of any storm water management facility which services the Subdivision.
  5. These covenants and conditions shall run with the land and shall be binding on the present owner and all persons hereafter acquiring title in any manner to any part of the Subdivision. These covenants may not be terminated or amended without the approval and consent, evidenced by a resolution duly adopted, of the City Council of the City of Centerton."

- **Notarized Signature and Acknowledgment for Covenants** -

**Executed** this ____ day of _____, 20__.

| _____ | _____ | _____ |
|---|---|---|
| Printed - Name / Company | Owner Signature / title | Date |
| _____ | _____ | _____ |
| Printed - Name / Company | Owner Signature / title | Date |

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ACKNOWLEDGMENT

STATE OF ARKANSAS)
) ss.
COUNTY OF BENTON )

On this _____ day of _____, 20___, before me a Notary Public, duly commissioned, qualified and acting, within and for the said County and State, appeared in person the within named _____, to me personally well known, who stated that s/he/they is/are the owner(s) of the above described property and is duly authorized as such to execute the foregoing instrument for and in consideration, uses and purposes herein and set forth.

SUBSCRIBED and sworn to before me this ___day of _____, 20__.

_____
Notary Public

My Commission Expires: _____

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**For Business Entity:**

ACKNOWLEDGMENT

STATE OF ARKANSAS)
) ss.
COUNTY OF BENTON)

On this _____ day of _____, 20____, before me, a Notary Public, duly commissioned, qualified and acting, within and for said County and State, appeared in person the within named _____, being the person(s) authorized by said corporation to execute such instrument, who stated that s/he/they was/were the _____ of the corporation, and was duly authorized in his/her capacity to execute the foregoing instrument for and in the name and on behalf of said corporation, and further stated and acknowledged that s/he/they had so signed, executed and delivered said foregoing instrument for the consideration, uses and purposes therein mentioned and set forth.

Sworn to and subscribed before me this _____ day of _____, 20___.

_____
Notary Public

My Commission Expires: _____