



**CHECKLIST: (To be completed by Applicant or Agent with Submittals)**

The following is a summary of the items which constitute a subdivision preliminary 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 Preliminary Plats adopted by and with all standard practices followed by the City in the Preliminary Plat approval process.

- Application & Fee – The application completed along with **\$250 Application Fee**.
- Application Checklist - This form completed and each item checked off.
- Engineering Review Deposit:** Made payable to the City of Centerton, for the amount of **\$600.00**. The owner/developer is responsible for engineering review fees in excess of the \$600 if incurred by the contracted City Engineer. If the charges are less than the \$600 upon final plat, the difference will be refunded.
- Submit the following number of copies of all drawings and drainage study according to the Planning Submittal Calendar. The Planning Department will make distribution for Review / Approval to: City Engineer, Streets, Water & Sewer, and Fire & Police. The plans will be reviewed and comments will be provided to the applicant.
  - (4) Full Size Sets of Drawings \*
  - (2) copies Drainage Reports \*
  - (2) copies of off-site street improvement plan(s) & detailed cost estimate(s)
  - (1) Digital or Electronic copy of above items ([planning@centertonar.us](mailto:planning@centertonar.us))
- Submit plans to **all utility companies for review and comment** according to their requirements; notify of scheduled meeting date. (Utility Contact Information on Page 11)
- Owner/Developer or Representative of the project will be required to post one or more Public Notice signs, provided by the City, on the property being developed, upon notification that the sign is ready to pick up. The sign must be viewable to the public and may be displayed on a fence with zip ties, in the ground in front of the property where the development applies, or in a visible easement area, with visibility to both sides of the sign. A picture shall be taken of the placed sign and emailed to [planning@centertonar.us](mailto:planning@centertonar.us) . The same shall be responsible for the removal & disposal of the sign within one day following the Planning Commission date issued at time of submittal.
- Preliminary Plat Drawing:** All Preliminary Plats shall comply with the “Arkansas Standards of Practice for Property Boundary Surveys and Plats”, latest revision, and shall be drawn at a scale not smaller than 1”=100’ as long as readable, and shall include the following information.
  - Property lines and Parcel I.D. labels including owners of all properties adjacent to the exterior boundaries of the project.

- Name, address, telephone numbers, and fax numbers, if available, of the record owners, applicant, design professional that prepared the plans, and utility companies.
- North arrow with basis of direction and bar scale. When the basis of direction is referenced to the Arkansas Coordinate System, NAD83 Grid, and a note shall be included to list Convergence Angle at a specified point. If distances have been converted to ground, the Combination Adjustment 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. Flood areas shall include base flood elevation, if applicable and reference FIRM panel number and effective date and method of location.
- Title Block, indicating the name and type of project and name of firm or individual who prepared the drawing, with revision block.
- A complete and accurate legend.
- Location of existing and known razed (visible) structures & fences.
- Location and notes regarding existing well and/or septic systems and their respective use or abandonment.
- Boundary survey, with written metes/bounds description, shown on the Site Plan drawing or a separate drawing. The Surveyor shall seal, sign and date the survey. Boundaries shall show distances in feet and directions by bearings reading clockwise from P.O.B. When circular curves are platted, the following four (4) curve elements shall be shown: radius, arc length, chord bearing, and chord distance. Monuments or references bearing the license number of the responsible surveyor to be set at all parent tract corners.
- Point of Beginning from a well-defined permanent reference point.
- Arkansas State Plane Coordinates, North Zone, NAD83 Grid coordinates shall be labeled on at least two corners of the Parent Tract.
- 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 (from prior plats or recordings) 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 survey or plan.
- Reasonably observed encroachment and possession lines.
- Label type and dimension of survey monuments Found or Set during the course of the survey.
- Site Benchmark tied to a specific defined point, referenced to NAVD-88 Datum.
- Area of parent tract(s) and tracts created in the subdivision area in square feet or acres. (Show gross and net areas when ROW dedications are required).
- Existing & Planned Street rights-of-way lines, including City-County-AHTD, with centerlines dimensioned. Show the location, widths, and names or designations of all existing or proposed streets and other rights-of-way, whether public or private, **within and adjacent to the project**; and the radius & curve data of each centerline curve. Private streets shall be clearly indicated. Identify if existing streets have curb & gutter or shoulder & ditches, roadway surfacing type and thickness of asphalt or other material, if used.
- Show the location, widths, and recording information for public & private easements of record within and adjacent to the project;
- Lots: The lot layout, dimensions, lot number, lot area in square feet or acres (to the nearest 1/100<sup>th</sup> acre), and building setback lines shall be shown for each lot. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat. All building setbacks shall be shown as defined in the zoning regulations AND a minimum of 2 feet from any drainage easement.
- Proposed locations of Concrete Monuments on subdivision perimeter at key boundary corners for Final Platting.
- Signature Block for City Approval: Planning Chairperson, City Engineer, Water & Sewer Dept., Street Dept, Fire Dept.
- Grading and Surface Drainage Plan:** Refer to Centerton Stormwater Management and Drainage Manual dated June 2009, or latest revision. Download of manual is available at [www.centertonar.us](http://www.centertonar.us) under the *Downloads/Planning* tab. *Note: It is the developer's responsibility to obtain the latest version.*

At a scale 1"=50' or larger, suitable for constructing planned improvements, showing the following items. (The amount of detail required for this plan varies greatly based upon circumstance.) Plan & Profile drawings are recommended at: H 1"=20' and V 1"=5'.

- For projects one (1) acre or smaller, show at least 50' of topography beyond the project limits. More than one (1) acre, show at least 100' of topography beyond the subdivision limits, including existing and future streets to far ROW.
- Drainage System Plan and profile of storm drainage system(s), including: proposed changes, structures, pipe type, size, elevation, swales, ditches, detention ponds, and details, etc., must be shown in sufficient detail for the City to verify that what is included in the drainage report is shown and can physically be constructed on the site, including any proposed off-site drainage improvements.
- Proposed grading plan with 1-ft contours (subject to site topography slopes).
- Clearly define all proposed easements for drainage and indicate modeled water levels for 2, 10, 25, & 100 year events.
- Location and details of all construction erosion control methods, including energy dissipation means and methods at points of discharge.
- Street, Sidewalk, and Storm Sewer Drainage Construction Plans:** At a scale 1"=50' or larger for system plans, suitable for constructing planned improvements, including following items.
  - Location, dimensions, and names of all existing streets, whether public or private, in and adjacent to the project.
  - Plan and profile of any proposed streets, typical cross sections, recommended at H 1"=20' and V 1"=5', and details.
  - Location, dimensions, and purpose of existing and proposed easements adjacent to rights-of-way.
  - Plan and profile of storm sewer / drainage systems within the street corridor, including: structure and pipe type, size, elevation and necessary details. (see: Grading & Drainage Plan Requirements.)
  - Width, location, and purpose of all proposed easements or rights of way for streets, access and drainage.
  - Handicap sidewalk ramp locations clearly identified and shown.
  - Sidewalks and Trails conform to Centerton Bike Pedestrian Master Plan as adopted.
  - Developer installed 'common' sidewalk-trails clearly identified and shown.
- Lighting, Signage & Striping Plans:** At a scale 1"=100' or larger, showing following items:

- Show Street Lighting locations at all intersections and along one side of street spaced not greater than 300-ft along street.
- Show Regulatory sign locations, with reference to MUTCD number & detail.
- Show Signage locations, with sign detail.
- Show proposed pavement striping.

**Tree Protection & Landscaping** – (Centerton Municipal Code Chapter 12.08.09)

Subdivisions shall be designed to preserve natural vegetation areas as much as possible. Streets, parcels, structures and parking areas shall be laid out to minimize the destruction of wooded areas or outstanding tree specimens. Developers of land are encouraged to designate wooded areas as park reserves or wildlife habitat.

For all new development, the City Planning Commission shall review landscaping plans and may require street trees to be planted in any of the streets, parking lots, parks and other public places abutting land henceforth developed and/or subdivided.

- Provide landscaping plan showing a survey of trees being 12” or more in diameter; indicating which trees are to remain and which are to be removed, along with additional proposed landscaping. For those trees proposed to be removed, provide a condition evaluation from a certified arborist.

**Water & Sanitary Sewer Utility Construction Plans:** Provide System Plan(s) at a scale 1”=100’ or larger, showing the following items:

- Show all existing and proposed utilities **on or adjacent** to the project on the System Plan and with the Plan and Profile drawings, as appropriate, to identify utility crossings and other potential conflicts.
- Plan and profile for all proposed sanitary sewer systems, including pipe locations, sizes, rim and invert elevations, materials and details at scale of 1”=50’ or larger (recommended scales of H 1”= 20’ or 30’ and V 1”=5’ for plan & profile).
- Plan for all proposed water systems (may be shown on Sewer Plan with attribute descriptions), including pipe, fire hydrants, meters, valves, and related appurtenances, locations, sizes, materials and details. Water profiles will be required where significant cuts or fills are involved, or where, in the opinion of the Utility, a profile will be needed to assure successful construction.
- Identify all high points in water system distribution piping and Air Release devices to be used.
- Locations and purposes of all utility easement(s) widths 15-ft minimum or 2-times depth for sewers.

- Plan for all Franchise utilities including: proposed locations of pedestals, poles, structures, and conduits.
- Signature block for Centerton Water & Sewer Department. **Note: Centerton Water & Sewer must sign drawings before developer submits them to Arkansas State Health Department.**
- Drainage Report:** In accordance with the City of Centerton Stormwater Management and Drainage Manual dated June 2009, or latest revision. Download of manual available at [www.centertonar.us](http://www.centertonar.us) under the *Downloads/Planning* tab. **Note: It is the developer's responsibility to obtain the latest version.**
  - Submit Drainage Design Checklist in Report (Section 1, Figure 1.1 in Manual.)
  - Include pre-developed and post-developed analysis, with detention pond design.
  - Include design tables and/or calculations for the design of all elements of the drainage system infrastructure, such as inlets, pipes, flumes, open channels.
  - Indicate effects, if any, on upstream, adjacent, and downstream areas (up to ½ mile as appropriate); including topographic map of these offsite areas.
  - Include exhibits to indicate the type of soils at the site.
  - Include the location of the site relative to regulated flood zones per adopted FEMA Flood Hazard Mapping.
  - Identify timing of Pond and outlet structure construction and what its relationship will be to erosion control for the project.
- Inspections and Approvals:** Normally, the City engineer will **not** make regular inspections of the project site, but will instead respond to requests for inspections either from the contractor, the developer, the developer's engineer, or another City department head. **If the developer, the developer's engineer, or the contractor requires the assistance of the City engineer, charges will be incurred at the expense of the developer.**
- Additional Information:**
  - Verify if any additional information is required based on the latest regulations or practices.
  - Comments from City staff will be returned to the applicant. Revised sets of drawings (paper and pdf format) along with written responses to City comments need to be resubmitted to the City Planning Department and will be processed according to the Planning Submittal Calendar for Planning Commission and City Council approvals required.

- After approval of the Preliminary Plat and Construction Plans by City, it is the responsibility of the Developer to deliver six (6) complete sets **plus** the number of copies needed by the developer of the approved Construction Plans to the City of Centerton for signature approval at or before the Pre-Construction Meeting.
- Schedule a Pre-Construction Meeting – This meeting can only be scheduled after the Water and Sanitary Sewer Utility plans have been approved by the Arkansas State Health Department and after any Planning Commission approval contingencies have been satisfied.
- For sites required to have an NPDES storm water discharge permit, a copy of the Storm Water Pollution Prevention Plan (SWPPP) prepared for the site must be submitted to the City.

**Submittals at Completion of Project:** The following information must be submitted at the end of construction before a final plat will be processed for recording. (*Refer to Final Plat Application Checklist for # of copies required for submittal.*)

- As-built survey** and updated Drainage Report for as-built calculations for the detention pond, if applicable.
- As-Built Drawings** of all site improvements by paper **and** digital in AutoCAD format (.dwg) and in pdf format on CD/DVD shall be submitted to the City prior to final inspections. (GPS coordinates to be provided for all drainage systems and water and sewer and all tap locations.)
  - Record As-built drawings are required, and shall document all deviations from approved plans clearly noted for: Streets-Sidewalks-ADA Ramps-Stripping; Signage; Lighting; Stormwater Drainage facilities; Water and Sewer Utilities and Franchise Utility infrastructure (pedestals'-poles-structures-conduits).
- Easement Plat or recording document(s) for dedication of Utility Easements and Drainage Easements. All Utilities within Easement areas shall be shown on the Easement Plat at actual surveyed locations to verify location and proper easement alignments.
- Prior to or concurrent with approval of Final Plat, Developer shall submit a request for approval of the Pond facilities constructed. This verification of adequacy request shall include:
  - An as-constructed survey and drawing(s) by licensed surveyor to document the Detention-Retention Pond and Outlet Structure. A representative of City must be present to observe the survey being performed, with such costs to City invoiced to Developer, including costs to review updated Drainage Report and drawing(s).
  - The Drainage Report shall be updated and Final Plans for Pond facilities submitted incorporating the as-built conditions.



- Engineer of Record shall certify that the Pond facilities have been constructed in accordance with the City of Centerton Drainage Design Manual. Written statement signed by Developer that he will be responsible for maintenance of the Pond facilities until such time as the maintenance responsibilities will be assumed by the property owners or POA.
- Any lots containing fill, or receiving fill during construction, must have compaction tests performed during placement. Documentation Test Records shall be submitted and cross referenced to Lot Numbers.
- Covenants for the subdivision shall provide for ownership and maintenance of all Pond facilities and other private drainage systems, and language will require review/approval by City

**Final inspection** shall be conducted by the City of all site improvements, including any public improvements. Any corrections or deficiencies noted must be corrected. The developer will be charged for actual cost of inspections and any follow-up inspections for final approval.

**Final Plat – Follow procedures per the Final Plat Application and Checklist.**

**Building Division:**

- Any lots containing fill, must have compaction tests performed before a building permit will be issued by the Building Department.
- After final plat is recorded for the subdivision, any and all buildings must submit architectural/building plans to the City Building Division prior to issuance of building permits. These plans include, but are not limited to: plumbing, electrical, mechanical, engineering/architectural requirements, structural – erection/footing, and fire. These plans should be submitted to: Robert Coffelt, Chief Building Official, City of Centerton, 290 Main St., P.O. Box 208, Centerton, AR 72719. Phone (479) 795-2750 Ext 25.

## CITY OF CENTERTON CONTACT INFORMATION:

**Lorene Burns, Planning Director**  
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**Frank Holzkamper, Utilities Director**  
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**Rick Hudson, Public Works Director**  
**Centerton Street Department**  
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**Robert Coffelt, Building Inspector**  
**Centerton Department of Building Safety**  
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Office (479) 795-2750 Ext. 25  
Fax (479) 795-2545  
[rcoffelt@centertonar.us](mailto:rcoffelt@centertonar.us)

**Bill Edwards, Mayor**  
**City of Centerton**  
290 Main St.; PO Box 208  
Centerton, AR 72719  
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Cell (479) 721-9089  
Fax (479) 795-2545  
[lburns@centertonar.us](mailto:lburns@centertonar.us)

### For Utility Contact Information:

Please visit [centertonar.us](http://centertonar.us), Planning & Development Department, or click the below quick access link [Utility Contact List](#).

Click here for [USPS Mail Delivery Guidelines](#)