

# PRELIMINARY SUBDIVISION 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 and Fee – The application completed along with application fee based on lot number: 1-50: \$500 51-100: \$625 101-250: \$750 251+:\$1000
- Application Checklist - This form completed, and each item checked off.
- 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 and Sewer, and Fire and Police. The plans will be reviewed, and comments will be provided to the applicant.
- (4) Full Size Sets of Drawings
  - (1) copy of the Drainage Reports
  - (3) copies of off-site street improvement plan(s) and 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 and 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 will all symbols represented.
- Location of existing and known razed (visible) structures and 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 and planned Street Rights-of-Way lines, including City-County-ARDOT, 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 and curve data of each centerline curve. Private streets shall be clearly indicated. Identify if existing streets have curb and gutter or shoulder and ditches, roadway surfacing type and thickness of asphalt or other material, if used.
- Show the location, widths, and recording information for public and 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, Centerton Utilities, Public Works, and Fire Dept.
- Grading and Surface Drainage Plan:** Refer to Centerton Stormwater Management and Drainage Manual \_\_\_\_\_, 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 and 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, and 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.
  - Internal and adjacent street sections
  - 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 and 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 Plan and Master Street Plan as adopted.
  - Developer installed 'common' sidewalk-trails clearly identified and shown.
- Lighting, Signage and 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 and detail.
- Show Signage locations, with sign detail.
- Show proposed pavement striping.

**Tree Protection and 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. Please refer to the approved street trees list.

- 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 and 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 and 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 and Sewer Department. **Note: Centerton Water and 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.**

*APPLICANT / REPRESENTATIVE:* 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 incorrect or false information is grounds for invalidation of the application completeness, determination, or approval. I understand that the City might not approve what I / We are applying for, or may set conditions of approval.

Name(s) - printed \_\_\_\_\_ Date: \_\_\_\_\_ Signatures: \_\_\_\_\_

*PROPERTY OWNER(s) / AUTHORIZED AGENT:* I/We certify under penalty of perjury that I am/We are the owner(s) of the property that is the subject of this application and that I/We have read this application and consent to its filing. **(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her/their behalf as proxy.)**

Name(s) - printed \_\_\_\_\_ Date: \_\_\_\_\_ Signatures: \_\_\_\_\_