

SECTION 5. FINAL PLAT REQUIREMENTS.

5.1 Application for Approval of the Final Plat.

- A. Whenever the provisions of these rules and regulations have been complied with and while the Certificate of Preliminary Plat Approval is in effect, the subdivider may submit to the Russellville Public Works Department an application for review and approval of the Final Plat which shall consist of:
 - 1. A letter of application requesting review and final approval of the plat.
 - 2. The Final Plat and other documents as specified in Section 5.4.
 - 3. A filing fee amounting to two hundred dollars (\$200.00) plus two dollars (\$2.00) per lot not to exceed four hundred dollars (\$400.00).

5.2 Approval of the Final Plat.

- A. Whenever a final plat has been submitted to the Public Works Department which is in conformity with an approved preliminary plat and the provisions of Section 4.8, the Public Works Director shall be authorized to approve and take action on the plat. If there are significant variances from the preliminary plat or other significant matters of fact, the Director of Public Works may elect to have the final plat considered for approval by the Planning Commission at its regular monthly meeting. The Public Works Director shall notify the Commission, at the regular meeting, of all subdivisions given final plat approval by the staff.
- B. The Director of Public Works need not take action on any application received less than twenty (20) days before the next regularly scheduled meeting of the Planning Commission.
- C. Failure of the staff or Planning Commission to act within forty-five (45) days of receipt of the application shall be deemed approval of the Final Plat and waives all further plat requirements of these rules and regulations. Such failure to act shall be so noted by the staff on the Plat to be filed for record.

- D. If a Final Plat is disapproved by the Planning Commission, the applicant shall be so notified in writing within five (5) working days of the Commission action and the reasons therefore shall be enumerated.
- E. Final Approval of the Final Plat shall be indicated by the execution of a Certificate of Final Plat Approval on the Plat.
- F. The Commission or the Director of Public Works may execute a Certificate of Final Plat Approval when the City Clerk or the Director of Public Works has determined that the subdivider has fully complied with the provision of Section 11.2.
- G. Approval of a Final Plat by the Commission or staff shall not be deemed acceptance of any of the dedications shown on the plat.
- H. Upon completion of the installation of the improvements required by these rules and regulations, the subdivider shall present to the Director of Public Works one complete set of the "as built" construction plans and drawings showing the subdivision and its improvements. This set of plans and drawings shall include:
 - 1. Plans of all streets and alleys showing the location of all utility lines.
 - 2. Centerline profiles of all streets.
 - 3. Profiles or invert elevations of all storm and sanitary sewerage lines as such improvements shall have actually been installed by the subdivider.
 - 4. A letter submitted by a Professional Engineer certifying that all improvements and installations have been made in accordance with the submitted construction plans and drawings and the standards established by the city or the county, and said improvements and installations are functioning properly.

5.3 Staging.

The subdivider may, with the permission of the Planning Commission, and in conformance with the provisions of Section 5 of this regulation, seek final approval for only a portion of the property for which the preliminary plat was approved. For residential plats such stages shall contain at least three (3) lots of the approved preliminary plat seeking final plat approval. The Planning Commission may require a performance bond for the public improvements (per Paragraph 5.2.F.1) be in such amount as is commensurate with the stage of the

plat being filed and may defer additional performance bond requirements until additional stages of the plat are offered for filing.

5.4 Final Plat Application Requirements.

- A. General - Five (5) black or blue line prints of the final plat, clearly and legibly drawn, shall be submitted on white paper no larger than twenty-four (24) inches by thirty-six (36) inches. Five (5) black or blue line prints on white paper no larger than eleven (11) by seventeen (17) inches and no smaller than eight and one-half (8-1/2) inches by eleven (11) inches shall also be submitted. The final plat shall show all certificates as specified in 5.4.D. below, and with the Certificate of Owner, Certificate of Engineering and Certificate of Surveying Accuracy being executed. The final plat shall be clearly and legibly drawn in black ink on white bond at the same scale and dimensions used for the approved preliminary plat. The final plat shall conform to the preliminary plat, and it may constitute only that portion of the approved preliminary plat that the subdivider proposes to record and develop at any one time, provided that such portion conforms to the requirements of these rules and regulations.
- B. Final Plat - The final plat shall indicate the following information:
1. Name and address of owner of record and subdivider.
 2. Name of subdivision.
 3. Date of the plat, north point, and graphic scale.
 4. Name of all streets.
 5. True courses and distances to the two nearest established section corners or other corners of record which shall accurately describe the location of the plat.
 6. Exact boundary lines of the tract indicated by a heavy line, or other acceptable control traverse, giving dimensions to the nearest tenth or hundredth of a foot and bearings to the nearest minute, or second in order to achieve an unbalanced error of closure of at least one in five thousand.
 7. Streets and alleys within and abutting the subdivision, with street names indicated.
 8. Street center lines showing angles of deflection or bearing, angles of intersection, and radii.

9. Source of title giving deed record book and page number or instrument number.
10. Lot lines with dimensions to the nearest hundredth of a foot, bearings and angles sufficient to reproduce the survey, and radii of rounded corners.
11. Building setback lines with dimensions. The lot width at the building line shall be shown when required by the commission.
12. Lot and block numbers together with all street and/or 911 addresses.
13. Easements, buffer strips and public service utility rights-of-way lines giving dimensions, locations and purpose.
14. Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition with the purpose indicated thereon; and of any areas to be reserved by deed covenant for common use of all property owners.
15. Accurate locations and descriptions of all monuments.
16. Key map where more than one sheet is required to present map.
17. Vicinity map.
18. Location of tract by legal description and giving acreage.
19. As built drawings.

C. Written Information.

1. Certification of approval of water supply and sanitary sewage disposal by the appropriate agency, when not connected to the municipal system.

D. Certificates, Bills of Assurance, and minimum floor elevations.

1. Final Plat Certificates - Each final plat submitted to the staff for approval shall carry the following certificates printed thereon.

a. 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, and do hereby lay off, plat, and subdivide said real estate in accordance with this plat.

Signed

Date of Execution _____ Name _____
Address _____
Source of Title: Drawer, Page, _____
Instrument No. _____

b. CERTIFICATE OF RECORDING

This document, number _____ filed for record _____ 20____ in
Plat Book _____ Page _____

Signed

Name _____ Clerk _____

c. CERTIFICATE OF ENGINEERING ACCURACY

I, _____, hereby certify that this plat correctly represents a plan made by me, and that the engineering requirements of the Russellville Subdivision Rules and Regulations have been complied with.

Signed

Date of Execution _____ Name, Professional Engineer
No. _____, Arkansas

d. CERTIFICATE OF SURVEYING ACCURACY

I, _____, hereby certify that this plat correctly represents a boundary survey made by me and boundary markers shown hereon actually exist and their location, type and material are correctly shown.

Signed

Date of Execution

Name, Professional Land Surveyor No. _____, Arkansas

e. CERTIFICATE OF FINAL APPROVAL

Pursuant to the Russellville Subdivision Rules and Regulations, and all of the conditions of the approval having been completed, this document is hereby accepted. This Certificate is hereby executed under the authority of said Rules and Regulations.

Signed

Date of Execution

Russellville Planning Commission

Russellville Department of Public Works

- 2. Bill of Assurance - The Bill of Assurance shall be submitted to the staff for review and approval with the final plat. Such document shall incorporate the same provisions as those filed with the preliminary plat, including but not necessarily limited to the following: offering dedications of streets and alleys, parks and other lands; establishing easements, setting forth privileges and conditions pertaining thereto, and setting forth the restrictions and covenants of the subdivision; and setting forth procedures by which amendments to the Bill of Assurance can be made. Said Bill of Assurance shall contain reference to the approval of the final plat.
- 3. Where minimum floor elevations are required to be placed on the final plat, the source of the information by which the elevation was obtained shall be shown on both the plat and contained in the Bill of Assurance.

Date: _____

Signature _____

If you have any questions about the application or procedures, please do not hesitate to contact Planning Assistant Lequitta A. Jones ljones@rsvlar.org at Russellville Public Work, 220 North Knoxville, Russellville, AR 72801. (479) 968-2406.

CITY COUNCIL SUBMISSION REQUIREMENTS

RESPONSIBILITIES OF THE OWNER OR OWNER'S REPRESENTATIVE:

If approved by the Planning Commission, it must be adopted by the City Council by Ordinance.

1. The developer (or an attorney) will prepare the ordinance and submit it to the **City Attorney's Office** at City Hall at least 8 days prior to the regular City Council meeting (3rd Thursday of each month).

APPOINTMENT OF AGENT
RUSSELLVILLE, ARKANSAS

I, _____ certify by my signature below that I hereby
authorize _____ to act as my agent
regarding the _____ of the below described property.

Property described as: _____

Signature of Title Holder

Date

Subscribed and sworn to me, a Notary Public on this _____ day of _____, 20____

Notary Public

My commission expires _____, _____