

Procedure for Submitting Preliminary Plat

Application for **Preliminary Plat** approval must be submitted to the Planning Department twenty (20) days prior to the next regular Planning Commission meeting (4th Monday of each month).

SECTION 3. PRE-APPLICATION CONSIDERATION.

3.1 Procedural Requirements.

- A. Whenever any subdivision of a tract of land is proposed to be made, the subdivider or his agent may submit to the Staff sketch plans and data concerning existing conditions within the site and in its vicinity, and which shall convey the intentions of the subdivider as to the proposed layout and type of development.
- B. No fees shall be collected for Pre-Application Consideration, the purpose being to acquaint the subdivider with city and county plans and policies in effect that would be significant to the proposed subdivision.
- C. The subdivider may also elect to present the Sketch Plan to the Russellville Planning Commission. Approval of the sketch plat shall not be binding; however, the Planning Commission shall not unreasonably withhold approval of a Preliminary Plat that conforms substantially to an approved Sketch Plat.

3.2 Plat Specifications.

In conjunction with a pre-application conference with the staff, whether optional or required, the subdivider shall provide the following information:

- A. Vicinity Map - The vicinity map, covering a radius of one-half (1/2) mile of the proposed plat at a scale of 1" = 2000' shall generally locate arterial streets and highways, section lines, railroads, schools, parks, and other significant community facilities. Where possible, the north direction of the vicinity map shall correspond to the north direction of the plat.
- B. Sketch Plan - The sketch plan, on a current topographic survey, (geodetic) shall show in simple sketch form the proposed layout of streets, lots, and other features and their relationship to the surrounding development patterns.

- C. Written Information - Written information, informally submitted, shall generally include the following: The applicant's name and address, the agent, acreage in the tract, area allocated to each land use, proposed bills of assurance, cultural and natural features of the site, and anticipated subdivision characteristics including the approximate number of lots, average lot size, location of street rights-of-way and easements and proposed infrastructure improvements.
- D. Notification from City Corporation that water and sewer capacity is sufficient to serve the proposed development, or documentation supporting alternative sources of water and wastewater treatment.
- E. Fees and Forms - No application fees or special forms are required.

SECTION 4. PRELIMINARY PLAT REQUIREMENTS.

4.1 Application for Certificate of Preliminary Plat Approval.

Whenever a subdivision or large scale development is proposed to be made and before any sale of lots located in said subdivision as a whole or any part thereof is made, or before building permits are approved, the subdivider shall first submit to the staff an application for a Certificate of Preliminary Plat Approval which shall consist of:

- A. A letter of request, including requests for any variances from the regulations contained herein.
- B. Plats, plans and data as specified in Section 4.8, concerning existing conditions within the site and its vicinity and which shall convey the intentions of the subdivider as to the proposed layout and type of development.
- C. A filing fee amounting to one hundred dollars (\$100.00) plus two dollars (\$2.00) per lot not to exceed four hundred dollars (\$400.00).
- D. Source of title to the property.

4.2 Staff Review.

- A. The staff and other appropriate city and public agency staff shall review the proposed subdivision for conformance with this regulation. In its review, staff shall take into consideration the requirements of the community and the use of the land being subdivided and may offer suggestions concerning changes they feel would enable the project to meet

the purpose and intent of this Subdivision Regulation. Particular attention shall be given to width, arrangement and location of streets, utility easements, drainage, lot sizes and arrangements and other facilities such as parks, playgrounds or school sites, public buildings, parking areas, and arterial streets, and the relationship of the proposed subdivision to adjoining, existing, proposed and possible subdivision of lands.

- B. The city staff shall distribute copies of the preliminary plat to other city departments with the request that their recommendations for either approval or disapproval be provided in writing. Such recommendations shall be forwarded to the staff and thence to the Planning Commission along with the staff's own recommendation.
- C. The subdivider may submit construction drawings subsequent to preliminary plat approval; during the time between plat approval and approval of construction drawings, clearing and grading activities may be carried out upon approval of an erosion control plan by the Director of Public Works.

4.3 Construction Drawings.

- A. The subdivider shall submit construction drawings for all improvements to be included in the proposed subdivision along with the preliminary plat. The subdivider may postpone submittal of construction drawings until after the preliminary plat is approved. A Notice to Proceed, however, shall not be issued until the Director of Public Works has received and approved construction drawings.
- B. Construction drawings shall include the plans and profiles for all streets, drainage, water, sewer and all utility easements, typical cross sections, detail drawings and specifications. The Director of Public Works or his designee shall review and approve the drawings and notify the Developer, Planning Commission, and Building Official's office of the result of this review.

4.4 Planning Commission Action.

The Planning Commission shall review preliminary plats at its regularly scheduled monthly meeting at which time interested persons may appear and offer evidence in support of or against such preliminary plat. The Planning Commission shall then approve, conditionally approve, deny or defer the plat. Notification of decision and reason shall be provided in writing to the subdivider within five (5) working days of the Planning Commission's meeting. No construction may commence on any portion of the development until a Notice to Proceed has been issued by the Planning commission Chairman.

4.5 Approval of the Preliminary Plat.

- A. The preliminary plat will be approved by the Planning Commission when the applicant has provided clear and convincing evidence that:
1. Definite provision has been made for a water supply system that is sufficient in terms of quantity, dependability, and quality to provide an appropriate supply of water for the type of subdivision proposed;
 2. If a public sewage system is proposed, adequate provision has been made for such a system and, if other methods of sewage disposal are proposed, that such systems will comply with federal, state, and local laws and regulations.
 3. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions.
 4. The existing municipal transportation is adequate to accommodate the traffic to be generated by the subdivision. The Planning Commission may require, as part of plat approval, a traffic study, prepared by a professional traffic engineer and paid for by the developer, demonstrating that existing street can handle the proposed traffic.
 5. The developer has taken every effort to mitigate the impact of the proposed subdivision on public health, safety, and welfare.
- B. A preliminary plat approved by the Planning Commission shall be effective and binding upon the Commission for a period not to exceed twelve (12) months or as long as work is actively progressing, at the end of which time the final plat application for the subdivision or an extension request must have been submitted to the Director of Public Works. Any plat not receiving final approval or an extension with the period of time set forth herein or otherwise not conforming to the requirements of this regulation, shall be null and void, and the developer shall be required to submit a new plat of the property for preliminary approval subject to all zoning restrictions and these regulations.
- C. Approval of the preliminary plat shall be accompanied by a Certification of Preliminary Plat Approval executed by the Director of Public Works. Such approval authorizes the subdivider to proceed with preparation of an application for final plat approval.

- D. Receipt by the subdivider of the executed Certificate of Preliminary Plat Approval is authorization to proceed with the preparation of necessary construction plans and specifications as set forth in Section 4.3. Upon review and approval of the construction drawings by the Director of Public Works, a Notice to Proceed will be issued and the subdivider may commence with the installation of required public improvements. The subdivider shall build all public streets, drainage, and other utility improvements to the specifications of the construction plans approved by the city's Department of Public Works. Construction work shall be subject to on-site inspections by the city to verify conformance with the approved construction plans.

4.6 Disapproval of the Preliminary Plat.

- A. A disapproved Preliminary Plat may be resubmitted. The plat shall be submitted to the Director of Public Works for review as outlined in this regulation for an original preliminary plat submission.
- B. The Director of Public Works may forego those steps in the review process of a resubmitted plat found to be redundant but in each case the steps outlined in 4.3, 4.4, and 4.5 shall be adhered to.

4.7 Preliminary Plat Documentation.

- A. At least one copy of the approved Preliminary Plat shall be retained in the Commission's files, one copy retained in the files of the Department of Public Works, and one copy endorsed with the Certificate of Preliminary Plat approval shall be returned to the subdivider.
- B. Approval of a Preliminary Plat is only tentative pending submission of the Final Plat. Building permits will not be issued until a Final Plat has been submitted, approved, and recorded in the County Clerk's Office.

4.8 Preliminary Plat Application Requirements.

Specific submission requirements include the following materials:

- A. Application Form - A subdivision application form providing the following information shall be completed by the applicant and submitted to the Russellville Public Works Office. The application form and preliminary plat shall be filed with the Public Works Department no later than twenty (20) calendar days preceding the regularly scheduled Planning Commission meeting date at which the preliminary plat is to be considered.
 1. Proposed name of subdivision.

2. Proposed type of subdivision.
3. Name and address of owner of record.
4. Name and address of subdivider.
Book and page number of recorded deed to property.
Proof that property taxes are current.
5. Linear feet of streets.
6. Average size of lots and minimum lot size.
7. Number of lots.
8. Legal map of the tract by legal description giving acreage to the nearest one-tenth of an acre, date of survey, and Surveying Certificate.
9. Existing and proposed covenants, restrictions, and zoning classifications.
10. Proposed open space.
11. Source of water supply and summary outline of water improvements.
12. Where wastewater disposal is to be accomplished by extending Wastewater Utility Facilities, this circumstance shall be indicated and a summary of improvements outlined.
13. Letter of certificates of approval or disapproval from city, county, or state agencies. Such material shall be obtained by the subdivider.
14. A summary outline of drainage improvements.
15. A summary outline of erosion control during construction.
16. Such further information as the subdivider wishes to bring to the attention of the Planning Commission.

B. Vicinity Map - The vicinity map shall cover an area within a radius of one-half (1/2) mile of the proposed subdivision at a scale of 1" = 2000'. The drawing shall generally locate arterial streets, highways, section lines,

railroads, schools, parks, and other significant community facilities; and, if possible, shall be incorporated on the preliminary plat.

- C. Preliminary Plat - Five (5) black or blue line prints of the preliminary 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. Extra large plats may be submitted on more than one conforming sheet. Plat scale shall be no less than 1" = 40' for plats up to and including ten acres and 1" = 100' for plats larger than ten acres, except where a smaller scale may be deemed appropriate by the staff. The preliminary plat shall be identified by the name of the subdivision, and shall include:
1. Contour intervals to sea level datum, of at least two (2) feet.
 2. Proposed design including streets, alleys and sidewalks with proposed street names, lot lines with approximate dimensions, service easements, land to be reserved or dedicated for public uses, and land to be used for purposes other than residential.
 3. Minimum building front yard setback lines for commercial/office, industrial, manufactured home park and residential subdivisions, and all setback lines for apartment and townhouse development.
 4. Natural features within and immediately surrounding the proposed subdivision including drainage channels, bodies of water, existing wooded areas to be used as buffers, and other significant features. On all watercourses leaving the tract, the direction of flow shall be indicated, and for all watercourses entering the tract, the drainage area above the point of entry shall be noted.
 5. Preliminary storm drainage analysis showing drainage data for all watercourses entering and leaving the plat boundaries. The storm drainage analysis shall be prepared in sufficient detail to illustrate the proposed system's capability of accommodating a not less than one in twenty-five year rainfall (except in the central business district where a one in fifty year rainfall design will be used). Preliminary storm drainage plan incorporating proposed easement dimensions and typical ditch sections.
 6. Date of survey, north point and graphic scale.
 7. Any portion of property within the 100 year flood plain, based upon the most recent available calculations of the U.S. Army

Corps of Engineers, or appropriate federal agency. The Flood panel number and date shall be shown on the plat along with the 100 year flood plain and floodway elevation contours for identification of the flood plain and floodway limits within the plat.

8. Topographic features within and immediately surrounding the proposed subdivision including existing and platted streets, bridges, culverts, utility lines, pipelines, power transmission lines, all easements, park areas, structures, city and county lines, section lines and other significant information including established noise zones emanating from any general, commercial, or military air fields.
9. Names of recorded subdivisions abutting the proposed subdivision.
10. For residential plats, names of owners of unplatted tracts abutting the proposed subdivision and the names of all owners of platted tracts.

For commercial, office and industrial plats, names of owners of all lands contiguous to the proposed subdivision.

For both residential and commercial subdivisions, names of all owners of landlocked parcels contiguous to or within the plat boundaries.

11. Exact boundary lines of the tract indicated by a heavy line giving dimensions, angles and at least one (1) bearing.
12. Zoning classifications within the plat and abutting areas if applicable.
13. Municipal boundaries that pass through or abut the subdivision.

D. Engineering Analysis.

1. Street profiles shall be included showing existing and proposed elevations along center lines of all roads drawn at a horizontal scale of 20' to 50' to the inch and a vertical scale of 2' to 5' to the inch, or as otherwise allowed by the Department of Public Works. Such profiles shall be prepared by an engineer registered to practice in the State of Arkansas.
2. At the option of the Director of Public Works, street cross sections of all proposed streets shall be included at a minimum of fifty (50)

foot stations as follows: On a line at right angles to the centerline of the street, said elevation points shall be at least at the centerline of the street, at each property line and at points twenty-five (25) feet inside each property line.

3. Flood plain Analysis - Where a portion of a plat is suspected to be flood prone, and the U.S. Army Corps of Engineers information is not available, an engineering analysis shall be required by the Director of Public Works. Such analysis shall determine to the best of the engineer's ability a safe building line and shall be clearly and legibly drawn on the preliminary plat.
4. Soils Test - Soils tests may be required by the Director of Public Works where it is suspected that soil conditions may affect structural or operational aspects of the facilities to be constructed. Such circumstances may include the stability of slopes, foundation conditions, and potential hazards created by deep cuts and fills required for street or utility construction and similar situations.

D. Survey Standards.

All surveying must be done by a Professional Land Surveyor and must be conducted to the Arkansas Minimum Standards for property Boundary Surveys and Plats.

F. Certificates, Site Construction, Bills of Assurance, and Homeowners Association

1. Preliminary Plat Certificates - Each preliminary plat submitted to the Planning Commission shall carry the following certificates as appropriate:

a.

CERTIFICATE OF SURVEYING ACCURACY

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

Signed

Date of Execution

Name, Professional Land Surveyor
No. _____, Arkansas

4. Home Owners' Association - The rules governing any proposed Homeowners' Association will be submitted along with any other private agreements governing the maintenance of detention ponds, street lights, or other common areas or fixtures.

The application should consist of:

1. A letter of intention.
2. APPOINTMENT OF AGENT completed and attached.
3. A statement signed by the registered engineer preparing the plat that he has, to the best of his ability, designed the subdivision in accordance with the Comprehensive Plan, with which he is completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land except where an exception is requested in writing and the reasons for which are clearly stated.
4. Five (5) **folded** full-scale copies of the preliminary plat at a scale of 1"=100' containing the information as specified for preliminary plats in Article VI (Plat Requirements) of the Land Subdivision and Development Code (Ordinance No. 1401).
5. Fifteen (15) reduced-scale copies (size 11" x 17" preferred) of the site plan required for distribution to other City officials.
6. Payment of a filing fee of \$100.00 plus \$2.00 for each lot in the plat (fee not to exceed \$400.00).

If the above procedures are met, the Planning Commission will review the application at the next regularly scheduled meeting.

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 _____ , _____