

## SUBDIVISION APPLICATION PROCESS

1. The owner or agent, authorized in writing by the owner, is required to file an application in the Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204; 501-340-8260. The following documents are to be submitted at the time of filing:
  - (a) Fifteen (15) copies of the preliminary/final plat, **folded to legal size**, certified by a Registered Surveyor and/or Engineer, showing the legal description and acreage, the appropriate certificates and conforming to other requirements as indicated in the Subdivision and Development Code.
  - (b) A cover letter detailing the proposal, its purpose, and requesting desired variance(s).  
Justification for variances from the Subdivision and Development Code must be included.
  - (c) A copy of the proposed Bill of Assurance for the property.
  - (d) A completed checklist certifying that the required items are included.
2. Payment of filing fee is required.
3. If a variance from the standards of the Subdivision and Development Code is requested, notice is to be provided in the following described manner: Written notice to all owners of unplatted and platted tracts abutting the proposed subdivision including across a street right-of-way as described in Section 1.9D.
4. Applicants or their agents are required to attend the Public Hearing. The exact date and time should be confirmed with the staff.
5. All items for filing must be submitted no later than the published docket closing date. Incomplete or inadequate filings will not be placed on the agenda.
6. Staff advice on how to prepare an application does not constitute a recommendation of approval of an application. Staff recommendations are based on field inspections, plans for the area, reports from other departments, and other information.
7. Noncompliance with the above may cause your application to be deferred or withheld from further consideration. It is the applicant's responsibility to comply with the relevant regulations and instructions.
8. Please do not hesitate to contact staff if you have questions about the process (501-340-8260).

**Pulaski County Preliminary Plat Checklist**  
**PLANNING AND DEVELOPMENT**  
**3200 BROWN STREET**  
**LITTLE ROCK, AR 72204**  
**501-340-8260**

DATE: \_\_\_\_\_

DEVELOPMENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ENGINEER/SURVEYOR: \_\_\_\_\_

PLANNING JURISDICTION: \_\_\_\_\_

Van McClendon

Planning &amp; Development Director

**The preliminary plat shall indicate the following information (See the Pulaski County Subdivision and Development Code):**

- | OK                       | NO                       |      |               |   |
|--------------------------|--------------------------|------|---------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1.)  | 3.6 A.1.      | Letter of Request   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.)  | 3.6 A.3.      | Proposed Bill of Assurance  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3.)  | 3.6 C.1.      | Fifteen (15) Copies of Proposed Preliminary Plat  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4.)  | 3.6 C.3.a.    | Proposed Name of Subdivision (No Duplications)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5.)  | 3.6 C.3.b.    | Name and Address of Owner of Record   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6.)  | 3.6 C.3.c.    | Source of Title and Adjoining Ownerships  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.)  | 3.6 C.3.d.    | Name and Address of Subdivider  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.)  | 3.6 C.3.e.    | Date of Survey, North Point, & Graphic Scale  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.)  | 3.6 C.3.f.    | Preliminary Certificate of Accuracy   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10.) | 3.6 C.3.e.-g. | Legal Description<br><b>a.) TIE TO TWO LAND CORNERS</b><br><b>b.) PROVIDE STATE PLANE COORDINATES</b><br><b>c.) ACREAGE</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11.) | 3.6 C.3.h.    | Vicinity Map  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12.) | 3.6 C.3.i.    | Distance to two section or 1/4 section corners and State Plane Coordinates for each   |

OK	NO			
<input type="checkbox"/>	<input type="checkbox"/>	13.)	3.6 C.3.j.	Boundary Lines
<input type="checkbox"/>	<input type="checkbox"/>	14.)	3.6 C.3.k.	Contour Intervals of not more than Four (4) feet
<input type="checkbox"/>	<input type="checkbox"/>	15.)	3.6 C.3.l-m.	Natural Features and Water Courses
<input type="checkbox"/>	<input type="checkbox"/>	16.)	3.6 C.3.n.	Cultural Features
<input type="checkbox"/>	<input type="checkbox"/>	17.)	3.6 C.3.o.	Names of Abutting Recorded Subdivisions
<input type="checkbox"/>	<input type="checkbox"/>	18.)	3.6 C.3.p.	Names of Owners of Abutting Un-subdivided Property
<input type="checkbox"/>	<input type="checkbox"/>	19.)	3.6 C.3.q.	Zoning Districts If Applicable
<input type="checkbox"/>	<input type="checkbox"/>	20.)	3.6 C.3.r.	Proposed Layout
<input type="checkbox"/>	<input type="checkbox"/>	21.)	3.6 C.3.s.	Lot Area for Each Lot
<input type="checkbox"/>	<input type="checkbox"/>	22.)	3.6 C.3.t.	Lot Waste
<input type="checkbox"/>	<input type="checkbox"/>	23.)	3.6 C.3.u.	Certificates of Engineering Accuracy (with Improvements)
<input type="checkbox"/>	<input type="checkbox"/>	24.)	3.6 C.4.a.	Summary of Development Plan
<input type="checkbox"/>	<input type="checkbox"/>	25.)	3.6 C.4.b.	Existing and Proposed Covenants & Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	26.)	3.6 C.4.c.	Source of Water Supply
<input type="checkbox"/>	<input type="checkbox"/>	27.)	3.6 C.4.d.	Provisions for Sewage Disposal, Drainage & Flood Control
<input type="checkbox"/>	<input type="checkbox"/>	28.)	3.6 C.4.e.	Letters of Approval as Applicable, i.e. Fire, Utility, etc.
<input type="checkbox"/>	<input type="checkbox"/>	29.)	3.6 C.4.f.	Cross Sections of all Streets
<input type="checkbox"/>	<input type="checkbox"/>	30.)	3.6 C.4.g.	Centerline Profiles of Preliminary Street Grades
<input type="checkbox"/>	<input type="checkbox"/>	31.)	3.6 C.4.h.	Street Centerlines
<input type="checkbox"/>	<input type="checkbox"/>	32.)	3.6 C.4.i.	Storm Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	33.)	3.6 C.4.j.	FEMA Flood Panel Number & Floodway/Plain Information
<input type="checkbox"/>	<input type="checkbox"/>	34.)	3.8 A.1.	Certificate of Surveying Accuracy

OK	NO			
<input type="checkbox"/>	<input type="checkbox"/>	35.)	3.8 A.2.	Certificate of Engineering Accuracy
<input type="checkbox"/>	<input type="checkbox"/>	36.)	3.8 A.3.	Certificate of Preliminary Plat Approval
<input type="checkbox"/>	<input type="checkbox"/>	37.)	3.8 A.4.	Certificate of Owner
<input type="checkbox"/>	<input type="checkbox"/>	38.)	4.1 A.	Access
<input type="checkbox"/>	<input type="checkbox"/>	39.)	4.1 B.1.-3.	Conformance to Municipal & County Plans
<input type="checkbox"/>	<input type="checkbox"/>	40.)	4.1 D.	Street(s) Name
<input type="checkbox"/>	<input type="checkbox"/>	41.)	4.1 E.	Landlocked Parcels
<input type="checkbox"/>	<input type="checkbox"/>	42.)	4.1 F.1.-4.	New Private Streets
<input type="checkbox"/>	<input type="checkbox"/>	43.)	4.2 A.1.-12.	Design Specifications (Streets)
<input type="checkbox"/>	<input type="checkbox"/>	44.)	4.2 B.1.-2.	Blocks
<input type="checkbox"/>	<input type="checkbox"/>	45.)	4.2 C.1-6.	Lot Design
<input type="checkbox"/>	<input type="checkbox"/>	46.)	4.2 D.	Easements
<input type="checkbox"/>	<input type="checkbox"/>	47.)	4.2 E.	Parking
<input type="checkbox"/>	<input type="checkbox"/>	48.)	8.1	Development in Watershed of Public Water Supply
<input type="checkbox"/>	<input type="checkbox"/>	49.)	8.2 A-C	Wastewater discharge plan
<input type="checkbox"/>	<input type="checkbox"/>	50.)	8.3	Stormwater discharge plan
<input type="checkbox"/>	<input type="checkbox"/>	51.)	8.4 A-G	Performance Standards/BMP's used
<input type="checkbox"/>	<input type="checkbox"/>	52.)	8.7 A-B	Additional Plat and Site Plan Application Requirements
<input type="checkbox"/>	<input type="checkbox"/>	53.)	8.8	NPDES requirements
<input type="checkbox"/>	<input type="checkbox"/>	54.)	8.9A-D	Undisturbed areas
<input type="checkbox"/>	<input type="checkbox"/>	55.)	8.10A-B	Construction on Very High Slopes
<input type="checkbox"/>	<input type="checkbox"/>	56.)		Erosion Control - A.D.E.Q. 501-682-0627
<input type="checkbox"/>	<input type="checkbox"/>	57.)		Fees Paid

**Pulaski County Final Plat Checklist**  
**PLANNING AND DEVELOPMENT**  
**3200 BROWN STREET**  
**LITTLE ROCK, AR 72204**  
**501-340-8260**

DATE: \_\_\_\_\_

DEVELOPMENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ENGINEER/SURVEYOR: \_\_\_\_\_

PLANNING JURISDICTION: \_\_\_\_\_

Van McClendon

Planning & Development Director

**The final plat shall indicate the following information (See the Pulaski County Subdivision and Development Code):**

- 1) \_\_\_\_\_ 3.7 A.1.-3. LETTER OF APPLICATION, BILL OF ASSURANCE
- 2) \_\_\_\_\_ 3.7 C.1.-4. 15 COPIES OF THE PROPOSED FINAL PLAT
- 3) \_\_\_\_\_ 3.7 C.5.a. NAME OF SUBDIVISION (NO DUPLICATION)
- 4) \_\_\_\_\_ 3.7 C.5.b. NAME AND ADDRESS OF OWNER OF RECORD
- 5) \_\_\_\_\_ 3.7 C.5.c. SOURCE OF TITLE
- 6) \_\_\_\_\_ 3.7 C.5.d. NAME AND ADDRESS OF SUBDIVIDER
- 7) \_\_\_\_\_ 3.7 C.5.e. DATE OF DRAWING, NORTH POINT, GRAPHIC SCALE AND TWO LAND CORNERS AND STATE PLANE COORDINATES FOR AT LEAST TWO POINTS
- 8) \_\_\_\_\_ 3.7 C.5.f. LOCATION OF PLAT/TRACT BY LEGAL DESCRIPTION GIVING ACREAGE
- 9) \_\_\_\_\_ 3.7 C.5.g.-h. VICINITY MAP AND MAP KEY
- 10) \_\_\_\_\_ 3.7 C.5.i. TRUE COURSES AND DISTANCES TO TWO NEAREST ESTABLISHED SECTION CORNERS OR BENCHMARKS AND STATE PLANE COORDINATES FOR BOTH POINTS
- 11) \_\_\_\_\_ 3.7 C.5.j. BOUNDARY LINES OF TRACT WITH EXACT DIMENSIONS
- 12) \_\_\_\_\_ 3.7 C.5.k. MUNICIPAL, COUNTY OR SECTION LINES
- 13) \_\_\_\_\_ 3.7 C.5.l. STREET AND ALLEY AND OTHER R.O.W. LINES

- 14) \_\_\_\_\_ 3.7 C.5.m. STREET CENTERLINES WITH ANGLES AND DISTANCES
- 15) \_\_\_\_\_ 3.7 C.5.n. LOT AND BLOCK NUMBERS
- 16) \_\_\_\_\_ 3.7. C.5.o. EASEMENTS, PUBLIC SERVICE, UTILITY, RIGHT OF WAY, ETC.
- 17) \_\_\_\_\_ 3.7 C.5.p. ACCURATE OUTLINES AND DESCRIPTIONS OF PUBLIC USE AREAS
- 18) \_\_\_\_\_ 3.7 C.5.q. ACCURATE MONUMENT LOCATION AND DESCRIPTION
- 19) \_\_\_\_\_ 3.7 C.5.r. DIMENSIONS, ANGLES, ETC.
- 20) \_\_\_\_\_ 3.7 C.5.s. CERTIFICATE OF ENGINEERING IF DESIGNED IMPROVEMENTS INCLUDED
- 21) \_\_\_\_\_ 3.7 C.5.t. CERTIFICATE OF SURVEYING ACCURACY
- 22) \_\_\_\_\_ 3.7 C.5.u. CERTIFICATE OF OWNER
- 23) \_\_\_\_\_ 3.7 C.5.w. CERTIFICATE OF FINAL APPROVAL
- 24) \_\_\_\_\_ 3.7 C.6.a. CERTIFICATION OF WATER SUPPLY AND SANITARY SEWER DISPOSAL
- 25) \_\_\_\_\_ 3.7 C.6.b. CALCULATION AND FIELD NOTES
- 26) \_\_\_\_\_ 3.7 C.6.c. REQUIRED BONDS, LETTERS OF CREDIT, CASH DEPOSITS, ETC.
- 27) \_\_\_\_\_ 3.7 C.6.d. ELECTRONIC COPY OF THE FINAL PLAT IN AUTOCAD 2000 OR HIGHER
- 28) \_\_\_\_\_ 3.7 C.6.e. FEMA PANEL NUMBER AND FLOODWAY/PLAIN DESIGNATED
- 29) \_\_\_\_\_ 3.7C.6.f. ELEVATION CERTIFICATES
- 30) \_\_\_\_\_ 3.13 C.A PHASING
- 31) \_\_\_\_\_ 4.1 A. ACCESS
- 32) \_\_\_\_\_ 4.1B.1.-3. CONFORMANCE TO MUNICIPAL AND COUNTY PLANS
- 33) \_\_\_\_\_ 4.1D. STREET(S) NAME
- 34) \_\_\_\_\_ 4.1E. LANDLOCKED PARCELS
- 35) \_\_\_\_\_ 4.1F.1.-4. NEW PRIVATE STREETS
- 36) \_\_\_\_\_ 4.2 A.1.-12. DESIGN SPECIFICATIONS (STREETS)
- 37) \_\_\_\_\_ 4.2 B.1.-2. BLOCKS
- 38) \_\_\_\_\_ 4.2 C.1.-6. LOT DESIGN
- 39) \_\_\_\_\_ 4.2 D. EASEMENTS
- 40) \_\_\_\_\_ 4.2. E. PARKING
- 41) \_\_\_\_\_ 8.1 DEVELOPMENT IN WATERSHED OF PUBLIC WATER SUPPLY

- 42) \_\_\_\_\_ 8.2 A-C WASTEWATER DISCHARGE PLAN
- 43) \_\_\_\_\_ 8.3 STORMWATER DISCHARGE PLAN
- 44) \_\_\_\_\_ 8.4 A-G PERFORMANCE STANDARDS/BMP'S USED
- 45) \_\_\_\_\_ 8.7 A-B ADDITIONAL PLAT AND SITE PLAN APPLICATION REQUIREMENTS
- 46) \_\_\_\_\_ 8.8 NPDES REQUIREMENTS
- 47) \_\_\_\_\_ 8.9A-D UNDISTURBED AREAS
- 48) \_\_\_\_\_ 8.10A-B CONSTRUCTION ON VERY HIGH SLOPES
- 49) \_\_\_\_\_ FEES PAID

## INFORMATION SHEET FOR SUBDIVISIONS

DATE \_\_\_\_\_

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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**DEVELOPER:** \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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**ENGINEER:** \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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AREA \_\_\_\_\_

NUMBER OF LOTS \_\_\_\_\_

FT. NEW STREET \_\_\_\_\_

PROPOSED USES \_\_\_\_\_

ZONING \_\_\_\_\_

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VARIANCES REQUESTED

YES \_\_\_\_\_

NO \_\_\_\_\_



### VARIANCE REQUEST FORM

Date Filed \_\_\_\_\_

Plat Name \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Variance(s) Requested:

(1) Ch. and Section of Subdivision and Development Code variance is requested:  
Description: \_\_\_\_\_

(2) Ch. and Section of Subdivision and Development Code variance is requested:  
Description: \_\_\_\_\_

(3) Ch. and Section of Subdivision and Development Code variance is requested:  
Description: \_\_\_\_\_

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner/Agent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

PLANNING BOARD ACTION:

Approval ( ) Date \_\_\_\_\_ Basis for Decision: \_\_\_\_\_  
Denial ( ) Date \_\_\_\_\_

**NOTICE OF PUBLIC HEARING  
BEFORE  
THE PULASKI COUNTY PLANNING BOARD  
ON AN APPLICATION TO  
SUBDIVIDE PROPERTY**

To ALL owners of land abutting (including across the street from) the boundary of the property located at:

\_\_\_\_\_  
(GENERAL LOCATION OF PROPERTY ON WHICH IS PROPOSED TO BE SUBDIVIDED)

\_\_\_\_\_  
(ADDRESS OF PROPERTY TO BE SUBDIVIDED, IF AVAILABLE)

Owned by: \_\_\_\_\_  
(NAME OF OWNER)

\_\_\_\_\_  
(ADDRESS OF OWNER)

Number of proposed lots: \_\_\_\_\_ ; Proposed use and variance(s): \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for the subdivision of the property cited above has been filed with the Department of Planning and Development. A public hearing to review a preliminary/final plat for this property will be held by the Pulaski County Planning Board on \_\_\_\_\_, at \_\_\_\_\_ P.M. in the Jeffrey Hawkins Conference Room, located at 501 W. Markham Street, Little Rock, Arkansas.

Note: The platting into lots and streets involves a request for a variance(s) from the standards set forth in the Pulaski County Subdivision and Development Code.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at the above cited time and place, or any party in interest may notify the Planning Board of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development, located at 3200 Brown Street, phone, 501-340-8260, to review and discuss the application information with the Planning staff. Correspondence to the Planning Board may be addressed to the Board as a whole or to individual Board members in care of the Pulaski County Department of Planning and Development, 3200 Brown Street, Little Rock, AR 72204.

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**AFFIDAVIT**

I hereby certify that I have notified all the abutting property owners of record of the above property that subject property is being considered for subdivision and that a Public Hearing is to be held by the Pulaski County Planning Board at the time and place described above.

Applicant (Owner or Authorized Agent)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Date)

AFFIDAVIT

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