

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, the petitioner for site plan review shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all abutting record owners of property (see the Subdivision and Development Code, Section 1.10 for specifics).
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 & Development Director

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

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

- _____13.) 3.6 C.3.j. Boundary Lines
- _____14.) 3.6 C.3.k. Contour Intervals of not more than Four (4) feet
- _____15.) 3.6 C.3.l-m. Natural Features and Water Courses
- _____16.) 3.6 C.3.n. Cultural Features
- _____17.) 3.6 C.3.o. Names of Abutting Recorded Subdivisions
- _____18.) 3.6 C.3.p. Names of Owners of Abutting Un-subdivided Property
- _____19.) 3.6 C.3.q. Zoning Districts If Applicable
- _____20.) 3.6 C.3.r. Proposed Layout
- _____21.) 3.6 C.3.s. Lot Area for Each Lot
- _____22.) 3.6 C.3.t. Lot Waste
- _____23.) 3.6 C.3.u. Certificates of Engineering Accuracy (with Improvements)
- _____24.) 3.6 C.4.a. Summary of Development Plan
- _____25.) 3.6 C.4.b. Existing and Proposed Covenants & Restrictions
- _____26.) 3.6 C.4.c. Source of Water Supply
- _____27.) 3.6 C.4.d. Provisions for Sewage Disposal, Drainage & Flood Control
- _____28.) 3.6 C.4.e. Letters of Approval as Applicable, i.e. Fire, Utility, etc.
- _____29.) 3.6 C.4.f. Cross Sections of all Streets
- _____30.) 3.6 C.4.g. Centerline Profiles of Preliminary Street Grades
- _____31.) 3.6 C.4.h. Street Centerlines
- _____32.) 3.6 C.4.i. Storm Drainage Plan
- _____33.) 3.6 C.4.j. FEMA Flood Panel Number & Floodway/Plain Information
- _____34.) 3.8 A.1. Certificate of Surveying Accuracy

- _____35.) 3.8 A.2. Certificate of Engineering Accuracy
- _____36.) 3.8 A.3. Certificate of Preliminary Plat Approval
- _____37.) 3.8 A.4. Certificate of Owner
- _____38.) 4.1 A. Access
- _____39.) 4.1 B.1.-3. Conformance to Municipal & County Plans
- _____40.) 4.1 D. Street(s) Name
- _____41.) 4.1 E. Landlocked Parcels
- _____42.) 4.1 F.1.-4. New Private Streets
- _____43.) 4.2 A.1.-12. Design Specifications (Streets)
- _____44.) 4.2 B.1.-2. Blocks
- _____45.) 4.2 C.1-6. Lot Design
- _____46.) 4.2 D. Easements
- _____47.) 4.2 E. Parking
- _____48.) 5.3 A-I Improvements in Non-Municipal Planning Areas
- _____49.) 5.8 A-B Sidewalks and Pedestrian/Bicycle Circulation Routes
- _____50.) 5.9 A-C. Utilities
- _____51.) 7.3 A-E. Industrial Subdivision Street Design
- _____52.) 7.4 A-E. Industrial Subdivision Improvements
- _____53.) 7.5 A-C. Industrial Subdivision Lot Design
- _____54.) 7.6 A-B. Industrial Subdivision Alternate Design
- _____55.) 8.1 Development in Watershed of Public Water Supply
- _____56.) 8.2 A-C Wastewater discharge plan
- _____57.) 8.3 Stormwater discharge plan

- _____58.) 8.4 A-G Performance Standards/BMP's used
- _____59.) 8.7 A-B Additional Plat and Site Plan Application Requirements
- _____60.) 8.8 NPDES requirements
- _____61.) 8.9A-D Undisturbed areas
- _____62.) 8.10A-B Construction on Very High Slopes
- _____63.) Erosion Control - A.D.E.Q. 501-682-0627
- _____64.) 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) _____ 3.12.A-D ACCEPTANCE OF IMPROVEMENTS
- 31) _____ 3.13 C.A PHASING
- 32) _____ 4.1 A. ACCESS
- 33) _____ 4.1B.1.-3. CONFORMANCE TO MUNICIPAL AND COUNTY PLANS
- 34) _____ 4.1D. STREET(S) NAME
- 35) _____ 4.1E. LANDLOCKED PARCELS
- 36) _____ 4.1F.1.-4. NEW PRIVATE STREETS
- 37) _____ 4.2 A.1.-12. DESIGN SPECIFICATIONS (STREETS)
- 38) _____ 4.2 B.1.-2. BLOCKS
- 39) _____ 4.2 C.1.-6. LOT DESIGN
- 40) _____ 4.2 D. EASEMENTS
- 41) _____ 4.2. E. PARKING
- 42) _____ 8.1 DEVELOPMENT IN WATERSHED OF PUBLIC WATER SUPPLY

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

INFORMATION SHEET FOR SUBDIVISIONS

DATE _____

NAME: _____

LOCATION: _____

DEVELOPER: _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

ENGINEER: _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

AREA _____

NUMBER OF LOTS _____

FT. NEW STREET _____

PROPOSED USES _____

ZONING _____

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
(VARIANCE OR SUBDIVISION OF 10 OR MORE LOTS)**

To ALL owners of land within 500' of 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 a variance request or a subdivision application consisting of 10 or more lots for 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: _____

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