



Case # _____

**CITY OF HOT SPRINGS
PRELIMINARY PLAT AND DEVELOPMENT PLAN**

Project Name: _____

Address/Location of Property: _____

Parcel ID# _____ **Zoning Classification:** _____ **District:** _____

Proposed project description: _____

<u>Applicant/Agent</u>	<u>Property Owner (If different)</u>
Name: _____	Name: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

PROPERTY OWNER CERTIFICATION: I (We), the undersigned, hereby certify that I(we) are the owner(s) of the property for which this application is being made and I(we) concur with the applicant's request as described herein.

_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
Date: _____	Date: _____

SEE REVERSE SIDE FOR SUBMISSION REQUIREMENTS

Planning Department receipt of a complete submittal prior to the Submission Deadline date is essential. Advertising and notification requirements dictate that the Deadline Date cannot be extended. Incomplete application submittals will not be scheduled for further review or for a hearing.

Submission Deadline: _____ Planning Commission Meeting Date: _____

Planning Office Use Only

Preliminary Plat Review Fee: \$350.00 + \$5.00 per lot = _____ Date Paid: _____ Rec'd by: _____

√	HSC 16-4-46 SUBDIVISION SUBMISSION REQUIREMENTS	Development Plan	Preliminary Plat
	Number of copies, sheet sizes and formats as prescribed by the planning director including electronic copies	√	√
	Cover sheet with name, address and contact telephone number for owner, developer, engineer and surveyor	√	√
	Key page indexing multi-sheet plats and plans	√	√
	The name and type of the subdivision on each plat or plan sheet.	√	√
	Date prepared, north arrow, numerical and graphic scale on each sheet	√	√
	Vicinity map, covering a minimum radius of one-half mile of the proposed site, illustrating general location of arterial streets and highways, section lines, railroads, schools, park and other significant community facilities		√
	Minimum building setback lines with dimensions	√	√
	Lot and block number on each lot		√
	Tabulation by lot and/or tract showing total lot area in square feet and width at front setback line		√
	Location of the tract by legal description giving acreage to the nearest one-tenth of an acre		√
	Boundary lines of each phase when phased construction and/or platting is proposed	√	√
	Easements, buffer strips and public service utility rights-of-way giving dimensions, locations and purposes of each		√
	Identification of open space, land to be reserved or dedicated for public uses and land to be used for other purposes including sufficient geometric data with bearing and distance for each line shall be provided to produce a closed polygon along all lot lines and 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		√
	Any request for variances or waivers from these subdivision regulations	√	√
	In every instance where phasing is proposed, the preliminary plat shall reflect the phases in a logical progression so as to preclude skipping lots or leaving streets without continuity		√
	Names of recorded subdivisions and streets abutting the proposed subdivision, if any	√	
	Boundary information of the tract be required in HSC 16-4-46 #19		√
	Written statement from all utility providers that utilities have been or will be provided including: gas, electrical, telephone, and television cable facilities	√	
	Written approval of water and wastewater facilities from the Arkansas State Department of Health	√	
	Written approval of any wastewater treatment facilities by the Arkansas Department of Environmental Quality	√	
	Cultural features within and immediately surrounding the proposed subdivision including existing and platted streets, bridges, culverts, utility lines, pipelines, power transmission lines, easements, park areas, structures, city and county lines, section lines and other significant information	√	
	Existing contours shall be shown at intervals of not more than five (5) feet for terrain with an average slope exceeding ten (10) percent or more, and at an interval of two (2) feet for terrain with slopes less than ten (10) percent. The source of the contours along with the source form which all elevations were derived shall be clearly described. An on-site benchmark shall be referenced and the elevation shown.	√	
	Natural features within and immediately surrounding the proposed subdivision including drainage channels, bodies of water, wooded areas 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 in acres.	√	
	Location of any portion of property with the flood-way or the one hundred year flood plain, based upon FEMA's National Flood Insurance Program (NFIP) provided for and adopted by the city or county.	√	
	Where a portion of a subdivision is suspected to be flood prone and specific flood elevations are not included by the NIFP study, or is not covered by available U.S. Army Corps of Engineers information, an engineering analysis establishing Base Flood Elevations shall be submitted. The analysis shall be submitted as part of the plan filing. Such analysis shall be prepared by the developer's engineer at the developer's expense. The analysis shall determine to the best of the engineer's ability a safe building line, and it shall be clearly and legibly drawn on the development plans and the preliminary plat.	√	√
	Soil tests may be required 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/or fills required for street or utility construction and similar situations.	√	
	Complete street design and construction plans complying with the City's street specification ordinance.	√	
	Complete drainage and storm water design, including drainage piping profiles, and construction plans complying with the City's municipal utilities specification and storm water design and construction plans complying with the city's drainage data for all water courses entering and leaving the subdivision boundaries.	√	
	Complete water and wastewater design and construction plans complying with the City's municipal utilities ordinance.	√	
	Location of all proposed fire hydrants, meter, valves, backflow devices and related appurtenances.	√	
	Static pressure and flow of all fire hydrants serving or proposing to serve the subdivision	√	
	Zoning classifications within the plat and abutting areas, if applicable		√
	Municipal and/or county boundaries that pass through or abut the subdivision		√
	Certification boxes duly executed as required by this code including license number registration of all professionals		√
	A copy of the bill of assurance, if any, for the subdivision generally describing covenants, restrictions and conditions applicable to a property. The bill of assurances may be a "Draft" copy.		√
	Names of all streets as approved by the proper city or county authority responsible for street naming E-911 purposes		√
	Copies of all survey calculations and field notes shall be submitted for review, when requested. When errors are suspected, the planning commission may cause a surveyor to check the final plat for correctness at the applicant's expense.	√	