



Plat Application

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, planningapplications@springdalear.gov, or in person at 201 Spring Street, Springdale, AR.

Applicant / Representative (person making request)	Property Owner (if other than Applicant)
Name: _____	Name: _____
E-mail: _____	E-mail: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Site/ Location: _____	Current Zoning: _____
Assessor's Parcel Number(s): _____ _____	Rezone Required: _____
	Total Acreage: _____

All submissions must meet the requirements as displayed in the City of Springdale Code of Ordinances.

Indicate Type of Submittal:

- ☐ Informal Plat
- ☐ Replat
- ☐ Preliminary Plat
- ☐ Final Plat

Submittal Criteria:

- ☐ Encouraged pre-application meeting held with the Springdale Planning Department on _____.
- ☐ Three (3) hard copies and a digital copy of proposal.
- ☐ A copy of the warranty deed indicating ownership of property, if other than a final plat.
- ☐ For a replat and preliminary plat, submit a list of adjacent property owners certified by either a licensed abstractor or land surveyor within the last sixty (60) days.

Review Fee:

- ☐ **Informal Plat:** \$50.00
- ☐ **Replat:** \$250.00
- ☐ **Preliminary Plat:** \$500.00
- ☐ **Final Plat:** \$50.00, plus \$1.00 for each lot over 50

STAFF USE ONLY

Date Application Submitted: _____	Project Number: _____
Date Accepted as Complete: _____	Receipt Number: _____

Indicate person of contact for this request: Applicant/Representative ☐ Property Owner ☐

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approvals. I understand that the City of Springdale may not approve what I am applying for, or may place conditions for approval.

Name of Applicant: _____

Signature: _____ Date: _____

Name of Representative (if applicable): _____

Signature: _____ Date: _____

Name of Property Owner (if applicable): _____

Signature: _____ Date: _____

Preliminary Plat

Procedure & Checklist

Before completing an application for a preliminary plat, applicants are encouraged to meet with a member of the planning staff to discuss the application. Often, the staff can help the applicant assess the request and provide the applicant with some useful information concerning the preliminary plat.

Applicant's Responsibility

It is the applicant's responsibility to ensure that all necessary procedures are followed in a satisfactory and timely manner and to verify the accuracy and completeness of all information. If significant omissions and/or errors are discovered during the review process, the application may be rejected until sufficient information is supplied.

Fee

A fee of \$500.00 (payable to the City of Springdale and submitted to the City Clerk) is required at time of submission to cover administrative costs.

Application Requirements

A preliminary plat for a subdivision is a formal plan, drawn to scale, indicating prominent existing features of a tract and its surroundings, and the general layout of the proposed subdivision.

Preliminary plat applications are to be submitted to the Director of the Planning and Community Development Division in accordance with Chapter 112. Preliminary plat applications must be reviewed by the Planning Commission. A preliminary plat application shall include the following:

- ☐ Complete application.
- ☐ Three (3) copies and a digital copy of the preliminary plat, including the drainage report, and any other information as required.
- ☐ Certified list of adjacent property owners by a licensed abstractor or licensed land surveyor within the past sixty (60) days. Notice to all adjacent property owners must be sent by certified mail, return receipt requested at least ten (10) days prior to the Planning Commission meeting.

Application Processing Procedure

After submission, the project will go through a review and approval process. No work shall begin without prior approval of the Director of the Planning and Community Development Division.

1. **Staff Review:** A technical review is required for a preliminary plat. Planning staff will produce a technical review for the project.
2. **Approval:** The Planning Commission will conduct a public meeting to review said project within sixty (60) days after acceptance for review of the preliminary plat and will either grant the applicant approval, approval with conditions, disapproval, or tabling.

PLEASE NOTE:

Noncompliance with the above may cause the application to be withheld and not considered for review.

Notice of Public Hearing before the Springdale Planning Commission on a Preliminary Plat Application

The Springdale Planning Commission has been asked to review a preliminary plat adjacent to your property.

The preliminary plat is described as follows:

Project Name: _____

Location: _____

Purpose of Preliminary Plat: _____

A public hearing reviewing said preliminary plat application will be held by the Springdale Planning Commission in the Council Chambers of the City Administration Building at 201 Spring Street, Springdale, AR 72764 on:

_____, 20____ at 5:00 p.m.

All parties interested in this matter may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter or email. All persons interested in this request are invited to call or visit the Planning Office, City Administration Building to review and discuss the petition with the Planning Staff.

Insert a vicinity map below showing the project location:

Affidavit of Mailing

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I hereby certify that I, (printed name) _____ acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the application and that the notice information provided is to the best of my knowledge true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

Signature

Date

Authorization of Representation

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TO THE SPRINGDALE PLANNING COMMISSION

I, _____, hereby authorize _____ to represent
Printed name of Property Owner/Applicant Authorized Representative

me and/or my organization and to make decisions on my behalf pertaining to the following project(s):

Project Name/Number

Project Name/Number

Project Name/Number

Project Name/Number

which is/are to be presented to the Springdale Planning Commission at their meeting to be held on:

_____.
Meeting date

Printed name of property owner/applicant

Signature of property owner/applicant

Date

Printed name of property owner/applicant

Signature of property owner/applicant

Date