



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: _____

Final Plat

Procedure & Checklist

Before completing an application for a final 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 final 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 \$50.00 plus \$1.00 per lot over 50 (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 final plat is a complete and exact subdivision plat, prepared for official recording as required by statute, to define property boundaries and proposed streets and other improvements.

Prior to submitting a final plat application, the subdivider must complete 90 percent of the water and sewer improvements and 80 percent of the grading and street improvements, as determined by the Director of the Planning and Community Development Division.

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

- ☐ Complete application.
- ☐ At least three (3) copies and a digital copy of the final plat, including the drainage report, and any other information as required.

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 final 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 final plat and will either grant the applicant approval, approval with conditions, disapproval, or tabling. Upon approval, the Planning Commission shall submit the plat to the City Council for approval by ordinance. The subdivider shall prepare the proposed ordinance in a form specified by the City Attorney.
3. **City Council:** After the final plat has been approved by the City Council the subdivider shall obtain the required signatures from the Planning Commission and city officials. The subdivider shall deposit with the City Clerk a surety bond, letter of credit, or cash for 150 percent of the cost of remaining improvements and other required items, before the Director's signature is obtained.
4. If approved, the Planning Office requires a minimum of three (3) hard copies including the owner's notarized signature.

PLEASE NOTE:

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

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