



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: _____

Informal Plat

Procedure & Checklist

Before completing an application for an informal 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 informal 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 provided.

Fee

A fee of \$50.00 (payable to the City of Springdale and submitted to the City Clerk) is required at time of submission to cover administrative costs.

Application Requirements

An informal plat is a recorded plat prepared for the transfer of property not considered a subdivision.

Informal plat applications are to be submitted to the Director of the Planning and Community Development Division in accordance with Chapter 112. Informal plats must to be approved by the Director of the Planning and Community Development Division subject to staff review by the appropriate city departments and utility companies, and only go to Planning Commission in certain circumstances. An informal plat application shall include the following:

- ☐ Complete application.
- ☐ Three (3) copies and a digital copy of the informal plat, including a vicinity map, parent parcel number and legal description, new parcel legal description, right-of way or access and public dedications, and other information as required.
- ☐ Names of adjacent subdivisions and names and addresses of owners of adjacent property.
- ☐ Ensure the project has adequate utilities on site.

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 an informal plat. Planning staff will produce a technical review for the project.
2. Approval: The Director of the Planning and Community Development Division will either grant the applicant approval, approval with conditions, or disapproval.
3. 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.