

## **WASHINGTON COUNTY, ARKANSAS** **EXEMPTION CHECKLIST IN CITY PLANNING AREAS**

(If you have questions about any of the following information, someone in the Planning Office will be glad to answer your questions!)

**If your property is located within a City's Planning Area, and your split qualifies for the exempt (administrative) lot split or lot line adjustment process through the County, the split can be completed once you have obtained City approval. Please be aware that County zoning applies in most City Planning areas; therefore, please contact the County Planning Office prior to beginning the split process to obtain the zoning information for your tract of land. This information can also be found at [www.co.washington.ar.us/planning](http://www.co.washington.ar.us/planning)**

**If your property is located in the City of Farmington's Planning Area, contact the Planning Office. There is an inter-local agreement effective for this area that may affect your split.**

- Please bring proof of approval from the City whose Planning Area the project is in. (a letter from the city or the approval stamp on the surveys). If the approval is by letter please bring the exact survey that the City approved.
- Exemption Application completed to the best of your knowledge.
- 5-original surveys (one for the Circuit Clerk, one to be returned filed to the Planning Office, the remaining for your purposes). You may bring more copies if you would like us to stamp them. The City whose Planning Area the project is in may also want a filed survey.
- Two -8 ½" x 11" original-reduced surveys (one for the Planning Office, one for the Circuit Clerk).

Your survey must include:

- All parcels that are less than 20 acres (you may include those that are larger).  
*\*Please note that your survey is not required to show remainder tract (defined as the tract retained by the owner of the property who is seeking the split) unless the tract is less than 5 acres in size. However, a new legal description is required for this tract.*
  - The original legal description of the property and the legal descriptions of the new parcels being created.
  - Building setbacks (please depict these as lines on the survey- as well as text):
    - 20' from the rear property line,
    - 10' from the side property line(s), and
    - 25' from the front of the property and from any road right-of-way (ROW)- this 25' front/ROW setback must also be dedicated as a Utility Easement (UE).
    - If in a City's Planning Area, setbacks may be varied based on that city's requirements.
    - The City's codes will determine lot frontage minimums, etc.
- Appropriate Processing Fee: \$15.00 if the property is within a planning area

**WASHINGTON COUNTY, ARKANSAS  
EXEMPTION APPLICATION**

(If you do not know some of the information asked for, someone in the Planning Office will be glad to help you!)  
Contact us at 479-444-1724

- Check one:**     Family Lot Split (b)(1)       Division into 40 acre tracts (b)(2)       Division into 4 parcels (b)(3)  
 Lotline Adjustment (b)(4)       Court-ordered Split (b)(5)       Cemetery Purposes (b)(6)  
 Street Widening/Easements (b)(7)       Mortgage Split (b)(8)       Public Services (b)(9)  
 Corrections (b)(10)       Planning Area Split (b)(11)       Other \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant** (if different): \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent and consent to its filing.    (check one)     owner     agent*  
**Signature of Property Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Information:**  
**Tax Parcel Numbers:** \_\_\_\_\_  
**Total Acreage of Property:** \_\_\_\_\_ **Total Number of Lots/Parcels Proposed:** \_\_\_\_\_  
**Acreage of Proposed Lots/Parcels:** \_\_\_\_\_  
**Planning Area:** \_\_\_\_\_ **School District:** \_\_\_\_\_

**Road Information:**  
**U.S., State, or County road # giving access to property:** \_\_\_\_\_  
**Public Road, Private Road (certain restrictions may apply), or Residential Drive:** \_\_\_\_\_  
**Road surface (asphalt, gravel, unimproved, etc.):** \_\_\_\_\_ **Right of way width:** \_\_\_\_\_

**Utility Information:**  
 Water company name: \_\_\_\_\_  Electric Company name: \_\_\_\_\_  
 Gas company name: \_\_\_\_\_  Telephone company name: \_\_\_\_\_  
 Cable company name: \_\_\_\_\_  Sewer System / Septic: \_\_\_\_\_

**If (b)(1) Family Lot Split:**  
**Name of Person Receiving Property    Relationship to Property Owner    Road Frontage/Easement    Acreage**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**OFFICE USE ONLY:**  
**Quorum Court District:** \_\_\_\_ **City/Planning Area Approval Date:** \_\_\_\_\_  
**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_  
**Floodplain:**  yes  no **If yes: Map #:** \_\_\_\_\_ **Floodplain type (A, AE, etc.):** \_\_\_\_\_  
**Current Zoning:** \_\_\_\_\_

## **Planning Area Contacts**

January 12, 2011

**Elkins** – Planning Contact: Don CrYder ~ (479) 643-3696  
Mayor Bruce Ledford ~ (479) 643-3400

**Elm Springs** – Planning Contact: Craig Hull ~ (479) 273-5454  
Mayor Ben Wall: (479) 248-7323

**Farmington** – Planning Contact: Melissa McCarville ~ (479) 267-3865  
Mayor Ernie Penn ~ (479) 267-3865

**Fayetteville** – Planning Contact: Jeremy Pate, Jesse Fulcher, Dara Sanders, or  
Andrew Garner ~ (479) 575-8267  
Mayor Lioneld Jordan ~ (479) 575-8331

**Goshen** – Planning Contact: Terri Graham ~ (479) 443-9128  
Mayor Joe Benson ~ (479) 443-9128

**Greenland** – Planning Contact: Michael Moore ~ (479) 871-3473  
Mayor Bill Groom ~ (479) 871-3473

**Johnson** – Mayor Lonnie Barron ~ (479) 521-7291

**Lincoln** – Planning Contact: Barbara Barker ~ (479) 824-3321  
Mayor Rob Hulse ~ (479) 824-3321

**Prairie Grove** – Planning Contact: Jackie Baker ~ (479) 846-3038  
Mayor Sonny Hudson ~ (479) 846-3038

**Springdale** – Planning Contact: Patsy Christie ~ (479) 750-8550  
Mayor Doug Sprouse ~ (479) 750-8114

**Tontitown** – Mayor Tommy Granata ~ (479) 361-2700

**West Fork** – Mayor Frances Hime ~ (479) 839-2342

**Winslow** – Mayor Randy Jarnagan ~ (479) 634-3901

### **Questions? Contact the Planning Office!**

Operations & Maintenance Center, 2615 Brink Drive, Fayetteville, AR 72701  
Phone (479) 444-1724. Fax (479) 973-8417. <http://www.co.washington.ar.us/>

## Lot Split Procedure: Farmington Planning Area

The applicant brings a drawing of a potential lot split within the Farmington Planning Area to the City of Farmington for Review. The Farmington City official will determine whether lot is located within or outside one mile of the city limits, and whether or not it qualifies under Farmington standards as a lot split or subdivision.

If the Parcel is more than 1 mile from Farmington City limits and qualifies as a lot split under Farmington Regulations, see below.

Applicant obtains letter from City official stating such, and proceeds to County to be processed solely under County Regulations.

County lot split regulations differ from Farmington's. Depending on the number of previous splits, and acreage of the property, the transaction may qualify for a split or a Subdivision under County Regulations.

If the Parcel is more than 1 mile from Farmington City limits, but does NOT qualify as a lot split under Farmington Regulations, see below.

Applicant must proceed through Farmington for review, and then through the County.

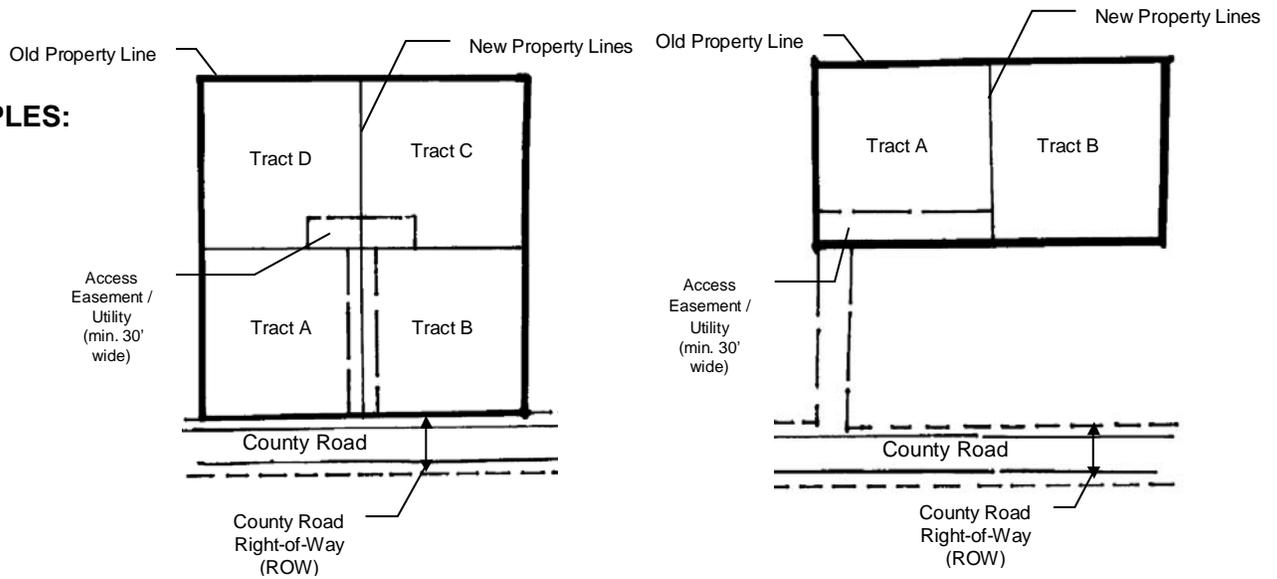
If proposed subdivision/ split is 4 lots or less, then this review will be administrative through the County. If the split is more than 4 lots, the transaction shall be processed through County Subdivision regulations, as well.

If the Parcel is less than 1 mile from the Farmington City limits, see below.

**(c) Exemptions (1) through (3) above are subject to the following:**

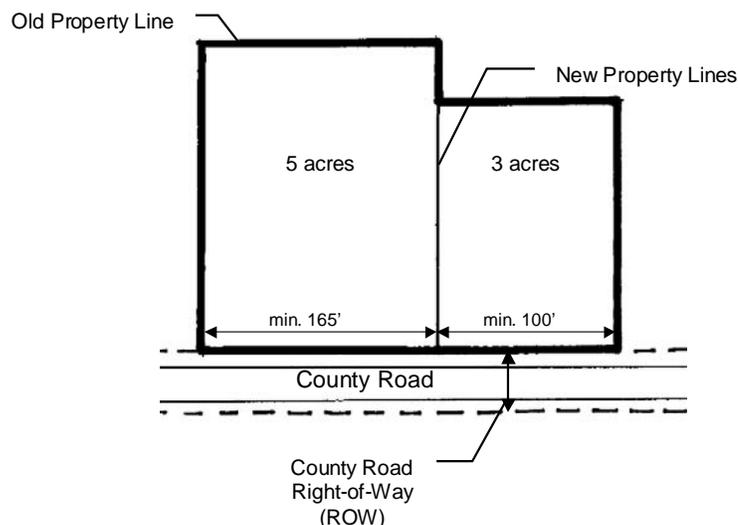
- (1) Owners are not required to improve, maintain or dedicate right-of-way along existing public roads, except that the County Road Superintendent may set the standard for drainage tiles. There shall be a deed restriction with each land conveyance stating that no new improvements will be constructed on any new or existing parcels within a sufficient distance (as determined by the County road plan) from the centerline of any existing public road to accommodate future road improvements.
- (2) Only two (2) parcels may be created without public road frontage. Parcels not fronting a public road must be connected to a public road with an easement for ingress, egress and utilities. The easement must be a total width of thirty (30) feet, and can be a shared easement (see the definition of "shared easement").

**EXAMPLES:**



- (3) Parcels fronting a public road must have at least one hundred (100) feet of frontage if they are less than five (5) acres in size, and at least one hundred sixty-five (165) feet of frontage if they are five (5) acres or greater in size.

**EXAMPLE:**



- (5) The division of land which may be ordered by a court.
- (6) The division of land which is to be used for cemetery purposes, and the division of land to create burial plots in a cemetery.
- (7) The public acquisition of strips of land for the widening or opening of streets and/or easements.
- (8) The transfer of an interest in land for mortgages, liens or deeds of trust provided that the division of land is not the result of a seller-financed transaction.
- (9) A division of land for the purpose of conveying a parcel(s) to a public service, nonprofit organization.
- (10) A conveyance made to correct errors in prior conveyances.
- (11) The division of land creating no more than four (4) lots, regardless of size and public road frontage, that is in a territorial planning area pursuant to Ark. Code Ann. § 14-56-413 and has been approved by the Planning Commission of the appropriate city.

**EXAMPLE:**

