

WASHINGTON COUNTY, ARKANSAS **EXEMPTION CHECKLIST**

(If you have questions about any of the following information, someone in the Planning Office will be glad to answer your questions!)
Contact us at 479-444-1724

- ❑ **Exemption Application completed to the best of your knowledge.**
- ❑ **Five-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.**
- ❑ **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 planning area, setbacks may be varied based on that city's requirements.**
- ❑ **Appropriate Processing Fee:** \$15.00 if the property is within a planning area, or \$25.00 if the property is located solely in the county. (If you are not sure, contact the planning office).
- ❑ **If your property is located in a planning area, please bring proof of approval from that city** (a letter from the city or the approval stamp on the surveys). (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.)

**WASHINGTON COUNTY, ARKANSAS
EXEMPTION APPLICATION LOTLINE ADJUSTMENT**

(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 (to be increased): _____ Email: _____
Address: _____ Phone: _____

Property Owner (to be decreased): _____ 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)(4) Lotline Adjustment:

Size of property to be adjusted (amount of land to be transferred): _____
Increasing Tract Size: Before: _____ After: _____
Decreasing Tract Size: Before: _____ After: _____

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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.

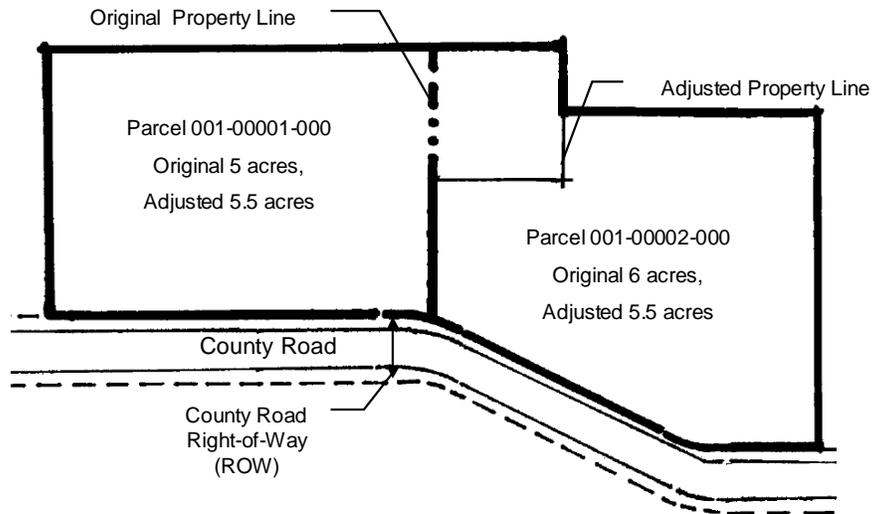
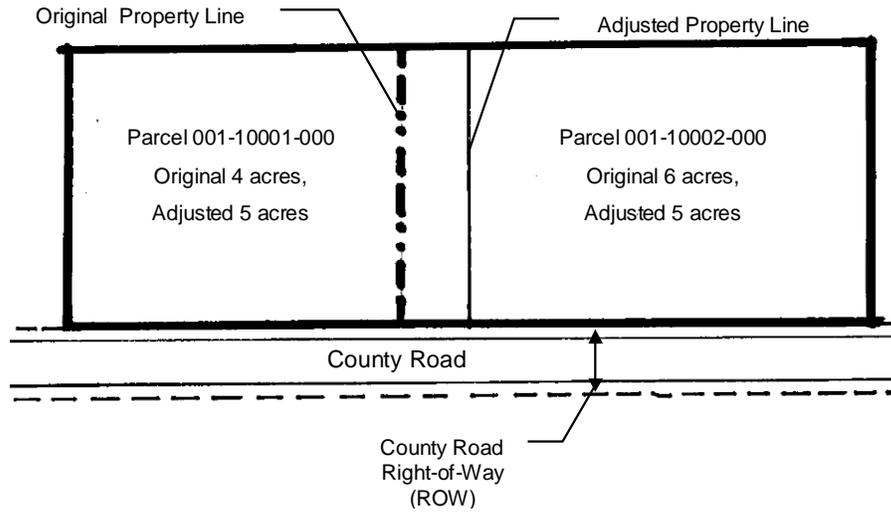
Applicant must proceed through Farmington for review, and then through the County.

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.

- (4) The division of land for the sale or exchange of tracts between adjoining landowners, where such sale or exchange does not create additional lots.

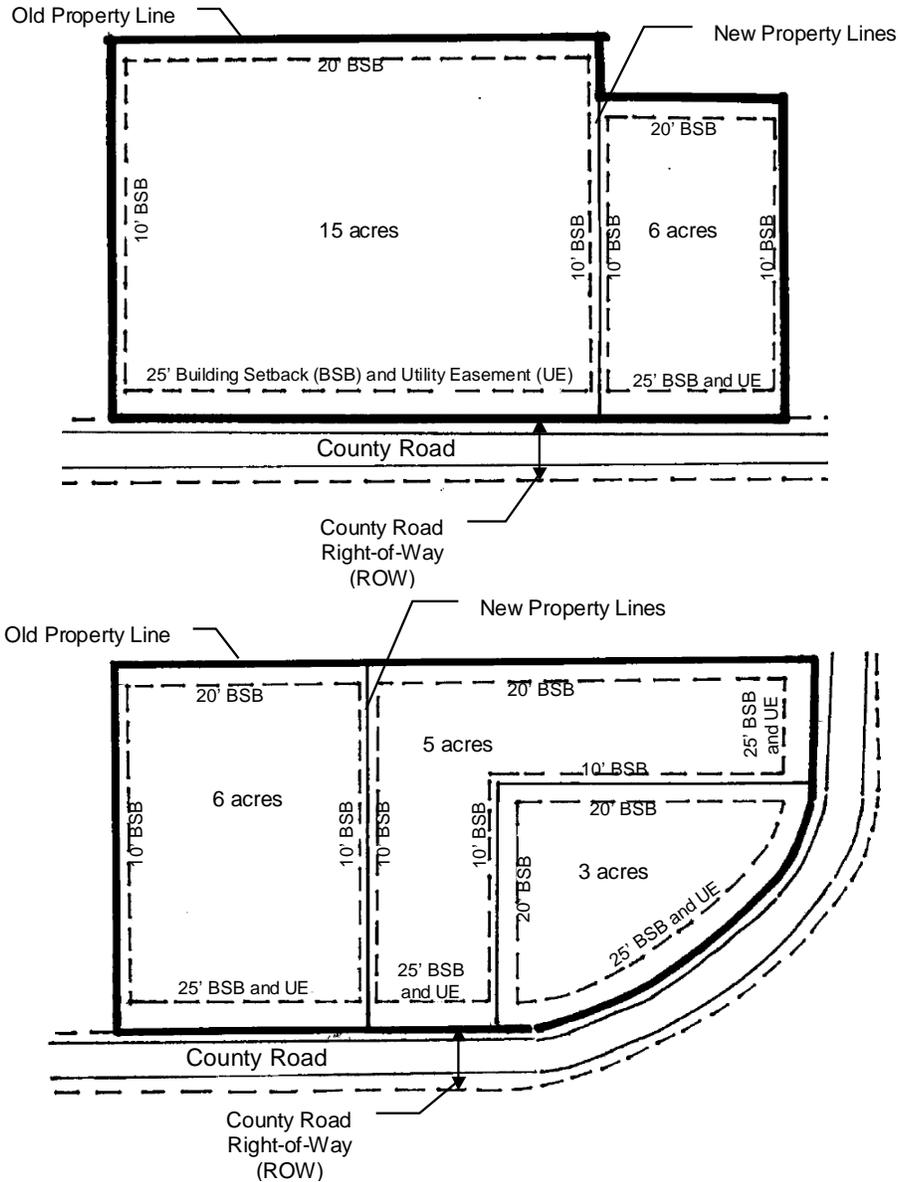
EXAMPLES:



(d) Ordinance 2006-74: **A survey is required for lots less than 20 acres.** **Please note that your survey is not required to show the 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. Setbacks must be shown* (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.
- *If in a city planning area, setbacks may be varied based on that city's requirements.*

EXAMPLES:



Before a transaction can be considered exempt, such must be approved by the Planning Administrator.

(Ord. No. 98-10, Art. 1, 3-12-98; Ord. No. 99-9, Arts. 1, 2, 3-11-99; Ord. No. 99-32, Art. 1, 7-8-99; Ord. No. 2002-34, Art. 1, 9-12-02)