

## **WASHINGTON COUNTY SUBDIVISION SUBMITTAL CHECKLIST** **FOR SUBDIVISIONS OF FOUR LOTS OR LESS**

The following must be turned in to the Planning Office by the **plat submittal date** for your Preliminary or Final Plat to be reviewed by the Planning Board.

**\*Incomplete applications will not be included on the agenda.\***

1. Submit a completed "Subdivision Application Form" (attached).
2. Pay plat review fee: \$200.00 for Preliminary/ Final Plat & \$150.00 for Preliminary/ Final REPLAT.
3. Submit **7 FOLDED** copies of the plat (only plats with complete information as outlined below will be accepted).
4. Submit one (1) .jpeg or .pdf **AND** a .dwg of the plat by email to the project planner or [jrichey@co.washington.ar.us](mailto:jrichey@co.washington.ar.us)
5. Submit a copy of the Soil Work performed by a Designated Representative (D.R.) of the Health Department.
6. (*Variance requests only*) If you are asking for a waiver of a requirement, submit a completed "Variance Request Form."

This form may be obtained from the Planning Office.

**SEE ADDITIONAL NOTES ON BACK.**

**NOTES:**

1. Please check to see if your proposed project lies within a zoned area. If so, you may be required to submit an application for a Conditional Use Permit to allow the proposed use. Please contact the Planning Office for more information at 444-1724 or email [jrichey@co.washington.ar.us](mailto:jrichey@co.washington.ar.us).
2. Sec 11-73 (2)a. The Planning Administrator shall send a certified letter to all adjoining property owners within three hundred feet (300') of the exterior boundary of the proposed development at least fourteen (14) days prior to the scheduled meeting of the Planning Board at which the plat is to be reviewed, said Notice shall state the date, time, and place of the proposed development review. **The developer shall reimburse the Planning office the actual costs of mailing plus \$0.15 (per notice sent).** Contact the Planning Office for more details, 444-1724.
3. Minimum Requirements Enforced by the County Environmental Affairs Officer

In regard to the Storm water Pollution Prevention Plan, Grading and Erosion Control regulation:

Applies to:

- Projects inside the urbanized areas, outside city limits (urbanized areas as determined by the Arkansas Department of Environmental Quality)
- Projects one or more acre(s) in size, and any lot in a subdivision regardless of size; in the designated areas

If the project does fall within the designated areas the Washington County Environmental Affairs Office will require the following, before approval is given:

1. An approved Stormwater Pollution Prevention Plan
2. Grading plans (if applicable)
3. Erosion Control Plans
4. Fee

If you have further questions you can contact the Washington County Environmental Affairs office at 479.444.1725 or go to our website at [www.co.washington.ar.us](http://www.co.washington.ar.us) => Environmental Affairs => Stormwater

\*Disclaimer: These minimum requirements do not inhibit the Environmental Affairs Officer from enforcing other county regulations and state law.\*

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## **WASHINGTON COUNTY, ARKANSAS** **MINOR SUBDIVISION INFORMATION**

### **What is a "Subdivision"?** (Sec.11- Appendix D)

The word "Subdivision" refers to the division of land into lots and blocks, the parceling of land resulting in the need for access or utilities, or the dividing of an existing lot or parcel into 2 or more lots or parcels; a minor subdivision consists of four (4) lots or less.

#### *Is it a Minor Subdivision?*

- *Four (4) Lots or Less*
- *Not located in a Planning Area*
- *Does not qualify for exempt/administrative approval*

Replats *may* be Minor Subdivisions. A replat is the process of changing a previously approved land development either by alteration of a lot, parcel, or tract, or the placement of another type of development on a lot or tract different from the one previously contemplated when originally approved or by other changes made to the original plat. All replats must go through the planning process.

### **Subdivision Jurisdiction.** (Sec 11-54, Sec. 11-117 (b), Sec 11-79)

The County has jurisdiction over subdivisions in the unincorporated area. If you are proposing a project with four (4) lots or less, it would be exempt from County Subdivision rules (*subject to administrative regulations instead*) if the following apply: It is in an extra territorial planning area of a city, the city has approved such, there are no utility issues, the proposal has legal access, and if the lot size is at least one acre (two acres within Goshen's Planning Area) in size. The city or the county can assist you in determining whether a parcel is located within a city planning area. The split must still come to the Washington County Planning Office for Administrative review and approval.

### **Review and Approval Process.** (Division 2)

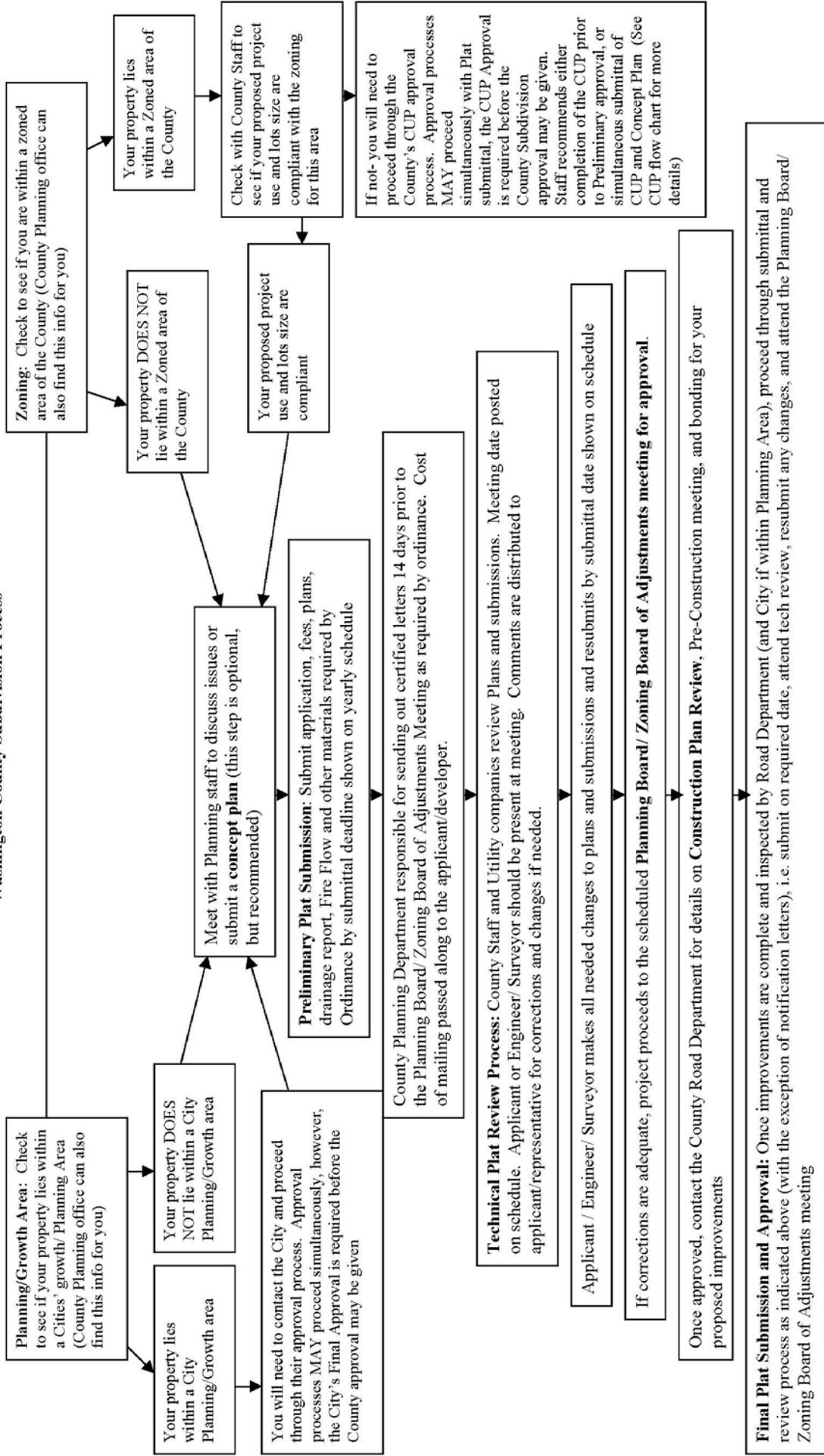
The review and approval process for developing a subdivision involves the following steps:

- Check for the current zoning of the property. Contact the Planning Office for this information.
- Pre-platting meeting
  - Meet with County Planning staff to have regulations explained and to obtain the necessary application forms.
  - Meet with the Health Department to have regulations explained and to obtain the necessary application forms.
- Preliminary review
  - Submit a preliminary subdivision application and submissions to the County Planning Board for review.
  - County Staff and utility companies will review the plat and submissions
  - Planning Office will send out neighbor notifications (Sec 11-73 (2) a)
  - The applicant will make all necessary changes to the plat and submissions.
  - The project will be presented to the Planning Board/Zoning Board of Adjustments.
- Construction plan review
  - Depending on what improvements will be constructed as a part of the subdivision, construction plans and specifications for the required improvements must be submitted to and approved by the appropriate agencies and individuals (such as the County Road Superintendent, City Engineer, water authority, Health Department, etc.) prior to the advertising for bids or beginning construction.
- Final review
  - Submit a final subdivision application and submissions to the County Planning Board for review.
  - County Staff and utility companies will review plat and submissions
  - Project will be presented to the Planning Board/Zoning Board of Adjustments
- **PLEASE NOTE: in most cases for Minor Subdivisions, the Preliminary and Final Review will be simultaneous as there is generally no construction that requires construction plan review.**
- Signing and filing of the final plat
  - Once all the necessary approvals have been obtained, the signature blocks on the final subdivision plat must be signed and the plat must be filed in the office of the Washington County Circuit Clerk. Lots may not be sold until the final plat is filed.

### **Design Standards and Required Improvements.** (Sec 11)

The design standards and required improvements associated with the development of a subdivision are outlined in Section 11 of the Washington County Code of Ordinances (Planning and Development).

## Washington County Subdivision Process



**WASHINGTON COUNTY, ARKANSAS  
MINOR SUBDIVISION APPLICATION**

*Notice: Preliminary or Final Plats to be placed on the Planning Board meeting agenda must have applications turned in to the Planning Office by the submittal date (shown on a schedule available from the Planning Office.)*

**Check one:**       Preliminary/Final plat       Preliminary plat       Final Plat       Replat

**Name of Development:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

*The following statements and answers herein made and all data, information, and evidence herewith submitted are, 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 this application. I understand that the County might not approve what I am applying for, or might set conditions on approval.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

*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. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Signature of Property Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Contacts:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

**APPLICATION CONTINUES ON BACK.**

**Property Information:**

Proposed Land Use: \_\_\_\_\_  
Total Acreage of Property: \_\_\_\_\_ Total Number of units Proposed: \_\_\_\_\_

**Utility Information:**

*(Check box if utility has existing lines on or fronting the property and write the name of the company.)*

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

**Parcel Information:**

Tax Parcel Numbers: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Planning Area: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Floodplain:  yes  no Map #: \_\_\_\_\_ Floodplain type (A, AE, etc.): \_\_\_\_\_

**Road Information:**

U.S., State, or County road # giving access to property: \_\_\_\_\_  
Road surface (asphalt, gravel, unimproved, etc.): \_\_\_\_\_ Right of way width: \_\_\_\_\_

**ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.**

.....  
**OFFICE USE ONLY:**

Conditional Use Permit Approval: \_\_\_\_\_  
County Preliminary Approval: \_\_\_\_\_ County Final Approval: \_\_\_\_\_

Tabled Dates: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PLAT CHECKLIST

The following information is required on Preliminary and Final Plats as designated. Plats missing more than four (4) required informational items will not be included on the agenda:

	<b>General Information</b>	Preliminary/Final Plat
(1)	Name and address of owner, developer, engineer and surveyor.	X
(2)	Name of the land development, date, graphic scale, north arrow, total acreage and individual tract acreage	X
(3)	Legal description of the property with dimensions and angles sufficient to locate all lines on the ground. Lot and blocks shall be numerically identified, boundaries shown by bearings and distance, and property located by Section, Township and Range and tied to the nearest of two (2) defined and referenced Section Corners or Quartersection Corners.	X
(4)	Concrete or approved aluminum monuments shall be placed at the exterior boundary corners and one-half-inch by eighteen-inch steel pins shall be placed at all lot corners.	X
(5)	Vicinity sketch at a scale appropriate to show the relationship of the development with surrounding improvements and communities, and other information requested by the Planning Board.	X
(6)	If stage development is involved, the complete development plan with the stages of development and construction shown.	X

	<b>Existing Conditions for Land Development</b>	Preliminary/Final Plat
(7)	Original <i>and proposed</i> topography at ten-foot contour intervals.	X
(8)	Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. <i>Include parcel numbers.</i>	X
(9)	All plats presented to the planning board and filed for record shall note the uses of adjacent property. The determination of said use shall be the responsibility of the developer. (sec. 13-1)	X
(10)	Existing roads, streets, culverts, railroads, and other features: The <i>plat</i> shall show the location, name, width, surface type, surface condition and right-of-way width of all existing or platted roads, streets or other public ways within or adjacent to the proposed improvement, including features such as existing permanent buildings, water courses, railroads, municipal corporation limits, county's state lines, planning district limits, oil and gas lines or wells, abandoned wells and dry holes.	X
(11)	Existing utilities: Ownership names and dimensions on overhead and underground power and communications lines, sewers, water mains, gas mains, and other underground structures, including water wells and septic systems within the development or immediately adjacent thereto. <i>Show the existing utilities and list the utility companies on the plat.</i>	X
(12)	Flood areas: 1% (100-year) flood per FEMA map.	X
(13)	Watercourses: If the proposed development is traversed by a watercourse, channel, stream, creek or river, the present and proposed location of each shall be shown.	X
(14)	Soil analysis: The developer shall indicate the types of soil found in the plat area according to the USDA Soil Conservation Service.	X
(15)	Plat and deed restrictions: Restrictions, if any, with use and perimeters defined. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. <i>If none, add a note to the plats stating there are none. (Signature Block 6)</i>	X

	<b>Proposed Improvements</b>	Preliminary/Final Plat
(16)	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations.	X
	<i>Address numbers, OR on lots that are over one-half acre in size, add the following note to the plat: Lots that are over one-half acre in size will need to be addressed after the home location is known.</i>	X
(17)	Street typical sections and pavements sections for each classification of street.	X
(18)	Bearings and linear dimensions referenced to true north of all lines, interior angles of lots may be shown in lieu of bearings.	X
(19)	Proposed use of all land within the development.	X
(20)	Location and size of all proposed utility lines.	X
(21)	Drainage plan for entire area.	X
	Sizes of all driveway and road tiles shall be stated	
(22)	Building setback lines as fixed by the County, building lines and any setback lines established by public authority, and those stipulated in the deed restrictions and right-of-way lines.	X

	<b>Information to Supplement the Plat</b>	Preliminary/Final Plat
(23)	Access control: The openings for ingress and egress from the platted area to public street, road or highways.	X
(24)	Letter of transmittal.	X
(25)	Payment of review fee.	X
(26)	Certification issued by the County Tax Collector to the effect there are no delinquent taxes payable at the time of the <i>plat</i> approval.	X
(27)	Certification of survey and accuracy of survey by the surveyor. <i>(Signature Block 2)</i>	X
(28)	Certification of ownership, title and dedication by the developer. <i>(Signature Block 3)</i>	X
(29)	Certification of the developer's engineer that the design meets the County's design standards. <i>(Signature Block 1) Not Applicable to Minor Subdivisions</i>	
(30)	Signature block for Planning Board Approval. <i>(Signature Block 8)</i>	X
(31)	Signature block for the County Road Superintendent to certify approval of streets, grading and drainage improvements and easements; and receipt of required Maintenance Bonds. <i>(Signature Block 7)</i>	X
(32)	Signature block for the Arkansas Department of Health to certify approval of water and sanitary sewer improvements. <i>(Signature Block 4)</i>	X
(33)	A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division. <i>Provide proof that a water tap to accommodate the development is available or that there is adequate space for a well on the property along with any septic systems, as per Arkansas Department of Health Standards, which requires a minimum of 100' of separation. If a decentralized sewer system is being used. (Signature Block 10)</i>	X
(34)	<i>All remaining Signature Blocks as appropriate. (Signature Blocks 5, 6, 9, 11) (Sec. 11, appendix e)</i>	X
(35)	<i>Add note to Plat: Any further splitting, use or land development not considered with this approval must come before the Planning Board for a separate approval.</i>	X
(36)	<i>Add note to Plat: Review of these plats is limited to general compliance with Washington County codes and regulations and does not warranty the engineer's design or relieve the developer of any requirements, even if error, omissions or any inadequacies are discovered after plat approval. The County's requirement shall govern over any conflicts with the plans or specifications. Any conditions determined in the field that require changes shall be subject to further review and corrective action to be paid for by the developer.</i>	X

(Sec. 11-77B)

*Items in italics were added for clarification.*

## Signature Blocks

(Ch. 11, appendix E)

1. CERTIFICATE OF ACCURACY OF STREET AND ROAD PLANS AND SPECIFICATIONS:

**Not Applicable to Minor Subdivisions**

2. CERTIFICATE OF ACCURACY OF SURVEY:

I certify that the plat shown and described hereon is a true and correct survey and that the monuments have been placed as shown hereon as required by "Regulations, Standards and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County".

Date: \_\_\_\_\_ Surveyor: \_\_\_\_\_

3. CERTIFICATE OF OWNERSHIP & DEDICATION:

I hereon certify that I am the owner of the property described hereon and I do hereby dedicate all street, access, utility, & drainage easements to public or private use as indicated.

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

4. STATE HEALTH DEPARTMENT APPROVAL:

The plan and specifications as shown on the plat were approved by the Arkansas State Health Department by letter.

Dated: \_\_\_\_\_ Signed By: \_\_\_\_\_

5. UTILITY EASEMENTS:

We hereby certify that all utility easements shown on this plat are satisfactory for providing service if and when service is available.

Gas: \_\_\_\_\_ Electricity: \_\_\_\_\_

Water: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cable TV: \_\_\_\_\_

6. DECLARATIONS OF COVENANTS AND RESTRICTIONS (if applicable):

Covenants and restrictions are as shown on the appropriate document signed by the owner on \_\_\_\_\_, and filed with the Circuit Clerk on \_\_\_\_\_

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

7. COUNTY ROAD SUPERINTENDENT APPROVAL:

(Use block 7a or 7b as appropriate, but not both.)

7a. The road and easement locations shown on this plat, the road plans submitted, and the grading and drainage plans submitted are approved. The required maintenance bonds have been received.

County Road Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

7b. The road easements shown are approved.

County Road Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

8. PLANNING BOARD APPROVAL:

(Use block 8a if in a city planning area and block 8b if not.)

8a. This plat lies within the planning jurisdiction of the City of \_\_\_\_\_. The plans for ingress and egress shown on this plat were approved by the Washington County Planning Board at a meeting held on (date) \_\_\_\_\_.

Planning Director: \_\_\_\_\_ Date: \_\_\_\_\_

8b. This plat was approved by the Washington County Planning Board at a meeting on (date): \_\_\_\_\_.

Planning Director: \_\_\_\_\_ Date: \_\_\_\_\_

9. COUNTY FIRE MARSHAL APPROVAL:

**Not Applicable to Minor Subdivisions**

10. PUBLIC UTILITY COORDINATOR APPROVAL:

**Not Applicable to Minor Subdivisions**

11. COUNTY JUDGE APPROVAL:

The road easement dedications shown are approved. Acceptance of roads and streets into the County Road System will occur after they are constructed to Washington County specifications.

County Judge: \_\_\_\_\_ Date: \_\_\_\_\_



## 2016



### Washington County Planning Board and Zoning Board of Adjustments Meeting Schedule, Submittal Schedule, and Tech. Review Dates

Submittal Date	Tech. Review	Resubmittal	Planning Board/ ZBA Meeting Date	Quorum Court Meeting Date <small>CUPs only</small>
2:00 p.m. deadline	Tuesday, 9:30 a.m. (unless otherwise noted)	Address tech review comments	Thursday, 5:00 p.m. (unless otherwise posted)	must be ratified by the Q.C. Thursday, 6:00 p.m.
<b>December 4, 2015</b>	December 15, 2015	December 22, 2015 (9:00 a.m.)	<b>January 12, 2016</b> (Tuesday)	TBA
<b>December 31, 2015</b>	January 14, 2016 (Thursday)	January 21, 2016 (9:00 a.m.)	<b>February 4, 2016</b>	February 18, 2016
<b>February 5, 2016</b>	February 16, 2016	February 19, 2016 (2:00 p.m.)	<b>March 3, 2016</b>	March 17, 2016
<b>March 4, 2016</b>	March 15, 2016	March 22, 2016 (9:00 a.m.)	<b>April 7, 2016</b>	April 21, 2016
<b>April 8, 2016</b>	April 19, 2016	April 22, 2016 (2:00 p.m.)	<b>May 5, 2016</b>	May 19, 2016
<b>May 6, 2016</b>	May 17, 2016	May 20, 2016 (2:00 p.m.)	<b>June 2, 2016</b>	June 16, 2016
<b>June 3, 2016</b>	June 14, 2016	June 17, 2016 (2:00 p.m.)	<b>June 30, 2016</b>	July 21, 2016
<b>July 8, 2016</b>	July 19, 2016	July 22, 2016 (2:00 p.m.)	<b>August 4, 2016</b>	August 18, 2016
<b>August 5, 2016</b>	August 16, 2016	August 23, 2016 (9:00 a.m.)	<b>September 8, 2016</b>	September 15, 2016
<b>September 9, 2016</b>	September 20, 2016	September 23, 2016 (2:00 p.m.)	<b>October 6, 2016</b>	October 20, 2016
<b>October 7, 2016</b>	October 18, 2016	October 21, 2016 (2:00 p.m.)	<b>November 3, 2016</b>	November 17, 2016
<b>November 4, 2016</b>	November 15, 2016	November 22, 2016 (9:00 a.m.)	<b>December 8, 2016</b>	December 15, 2016

Conditional Use Permits, Subdivision Plats, and Large Scale Development Plans to be placed on the Planning Board meeting agenda must be turned into the Planning Office by 2:00 p.m. on the submittal date shown on the schedule. All items required must be included with your submittal (this includes drainage reports, traffic studies, fire flow etc. - when required). Please consult your checklist to ensure that you have all items required for submittal or your project will not be placed on the agenda.

If approved by the Planning Board/Zoning Board of Adjustments, all Conditional Use Permits must be ratified by the Quorum Court. This ratification usually takes place at the next regularly scheduled Quorum Court meeting. Any applicant or member of the public may appeal the approval or denial of a CUP within 30 days of the decision of the Planning Board/Zoning Board of Adjustments. Contact the Planning Office for appeal forms and additional details.

## MEETING AND TECH REVIEW TIMES AND LOCATIONS

Planning Board/Zoning Board of  
Adjustments Meeting Time and Location:

5:00 p.m. (unless otherwise posted)  
Washington County Courthouse  
Quorum Court Room  
280 N. College  
Fayetteville, AR 72701

Tech. Review Time and Location:

9:30 a.m. (unless otherwise stated)  
Washington County Operations & Maintenance Center Conference Room  
2615 Brink Drive  
Fayetteville, AR

(Tech Review time slots will be assigned and communicated to individual projects prior to each meeting)