**CONSTRUCTION PLAT GUIDE AND APPLICATION**

***APPLICATION CHECKLIST:***

1. Letter of intent, which shall include the location and size of the tract, proposed time schedule, the date on which the subdivider proposes to submit his Construction Plat for Planning Commission review, and such other information as the subdivider deems important.

2.All requirements from the Construction Plat Requirements Checklist **(see reverse page).**

3. Source of title to the property.

4. Application fee $150.00 plus other applicable fees (engineering review, technical tests, etc.).

***PROCEDURE:***

1. The application must be filed at least 21 days prior to a regular meeting of the planning commission. Nine (9) complete sets of plans and specifications shall be included along with one in PDF format. City staff and the planning commission shall review the application and approve, conditionally approve, or deny a completed application.

2. The subdivider or designated representative must submit complete construction drawings with improvement plans, and the city shall not issue a notice to proceed until city staff and the city engineer have reviewed and approved the drawings.

3. The Construction Plat will be approved by the planning commission when the applicant has provided clear evidence that:

* The plat conforms to all adopted plans, policies, and ordinances of the City of Trumann.
* The plat conforms to the regulations contained in this code.
* The developer has demonstrated to the satisfaction of the planning commission the capacity to undertake the proposed improvements.
* The Construction plat will not add a financial burden to the City or its taxpayers.
* The proposed development will not result in off-site improvement costs to the City unless confirmed by written agreement between the City and the developer.
* All utilities, both public and private, are adequate to handle the demand to be created by the proposed subdivision.
* All utility structures and streets within the subdivision are designed in such a manner to permit development of adjacent properties and agreements are in place for cost-sharing of required oversized utility structures.

4. Approval of a Construction plat shall not constitute automatic approval of the final plat.

5. Disapproved Construction Plats may be resubmitted to the administrative official for review. A written statement providing the reasons for disapproval will be provided to the applicant.

6. Approval of the Construction plat shall expire 24 months from the date of approvals. If all improvements are not installed by the date expiration, reapproval will be required, unless an extension is given.

***CONSTRUCTION PLAT REQUIREMENT CHECKLIST:***

* Name of subdivision
* Name and address of owner of record, subdivider, surveyor (signed stamp), and engineer (signed stamp).
* North point, graphic scale and date
* Vicinity map showing location and acreage of subdivision; this may be at a scale other than 1” : 100’
* Exact boundary lines of the tract by bearing and distances
* Names of adjoining landowners and platted subdivisions
* Existing streets, buildings, water courses, railroads, culverts, utilities and easements on and adjacent to the tract
* Proposed design including streets and alleys with proposed street names, lot lines with appropriate dimensions, easements, land to be reserved or dedicated for public use, and land to be used for purposes other than residential
* Block numbers and/or lot numbers
* Minimum building front yard setback lines
* The present zoning classification, if any, on the land to be subdivided and on the adjoining land; and a designation of the proposed use of land within the subdivision and any zoning amendments to be requested
* Contour intervals shown at intervals of not more than two (2) feet for terrain with an average slope of 5% or more, and at an interval of one (1) foot for terrain with slope of less than 5%
* If any portion of the land being subdivided is subject to flooding, the limit of such flooding shall be shown
* While the plat shall show the actual boundary survey, the layout of the proposed subdivision lots, blocks, and streets may be scaled dimensions
* State Health Department approval of the water supply and/or sewage system if the requirement of the subdivision is to be met by any other means than by connection to a water supply or sewerage system operated by the City of Trumann. Approval by the Arkansas Department of Environmental Quality for any wastewater treatment facilities.
* If the proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a tentative master plan for the entire subdivision shall be submitted with the Construction Plat of the portion first to be subdivided. The master plan shall conform in all respects to the requirements of the Construction Plat, except that it may be on a scale of not more than 1”:400’, and all dimensions may be scaled
* Improvement plans for all specified facilities and utilities **(May be deferred until after PC approval).**
* A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to the property included in the plat
* Drainage improvements with points of entry and exit for the development and including the federally designated flood hazard areas for the subdivision
* Each Construction Plat submitted to the Planning Commission shall carry the following certifications: Certificate of Construction Surveying Accuracy, Certificate of Construction Engineering Accuracy, and a Certificate of Construction Plat Approval.

**CONSTRUCTION PLAT APPLICATION**

Property Owner

Name/Signature:

Spouse

Name/Signature:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Property Address:

Development Description:

Legal Description:

Zoning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name Address City State Phone No.

Property Owner Signature Spouse Signature

Property Owner Mailing Address City State Zip

Phone: \_