



Incidental Subdivision

\$250.00

Application Requirements and Checklist

City of Pea Ridge
 975 Weston Street
 P.O. Box 10
 Pea Ridge, Ar. 72751
 T. 479-451-1122 ex. 107

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your request will not be placed on the Planning Commission agenda until the application is completed and required information provided at least 15 calendar days before the next scheduled Planning Commission meeting.

Attached you will find the following information needed to assist you with your incidental subdivision request:

- Application
- Checklist
- Frequently Asked Questions

Property Info.	Address:	Project Info.	Project Name:		
	Parcel #		(Please circle one) Lot Split Lot Combination Minor Subdivisions Property Line Adjustment Correction Plat		
	Acreage:				

Owner	Name:	Phone:(Please select if this is the primary contact)	
	Address:	Fax:	
	City, State, Zip:	Email:	

Applicant/ Representative	Name:	Phone:(Please select if this is the primary contact)	
	Address:	Fax:	
	City, State, Zip:	Email:	

Engineers/ Surveyor	Name:	Phone:(Please select if this is the primary contact)	
	Address:	Fax:	
	City, State, Zip:	Email:	

Developer	Name:	Phone:(Please select if this is the primary contact)	
	Address:	Fax:	
	City, State, Zip:	Email:	

Applicant/Representative: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are 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 approval. I understand that the City might not approve what I am applying for or might set conditions on approval.

Print: _____ Sign: _____ Date: _____

Property Owner/ Authorized Agent: I certify that I am the owner of the property this is the subject of this application and that I have read this application 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.

Print: _____ Sign: _____ Date: _____

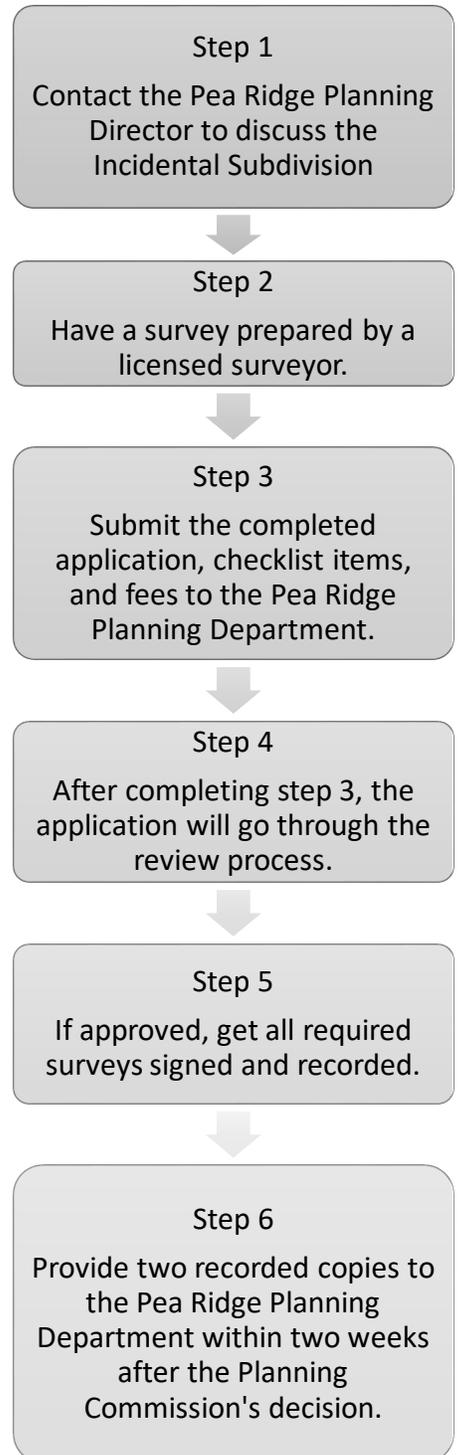
Official Use Only:

Date Application was submitted:	Date Accepted as Complete:
Planning Commission Meeting Date:	Zoned:

Incidental Subdivision Checklist:

(Refer to Code 15.04.05 Section B)

- **Application.** Completed application required at time of application submittal.
- **Fee.** Payment of the application fee.
- **Letter of Transmittal.** A narrative describing the proposed scope of work.
- **Deed.** Copy of warranty deed.
- **Required Documents.** (Refer to Code 15.04.04 subsection E.)
- **Survey.** Survey of the property signed and sealed by a registered land surveyor with the State of Arkansas showing the following information:
 - Lot configuration including bearings, distances, and size of each existing lot.
 - Lot configuration including bearings, distances, and size of each proposed lot.
 - Legal description of parent tract and tracts on split.
 - Dimensions of right-of-way from centerline.
 - All easements – present and proposed.
 - Legend (sidewalks, hydrants, building setbacks, etc.)
 - Zoning of property.
 - Floodplain notes.
 - Vicinity map (1 mile radius indicating several North/South streets and East/West streets), as well as North arrow.
- **Plat.** Submittal of Eight (8) copies on an 18x24 sheet to the Pea Ridge Planning Department at the time of application. When approved, plats must be signed prior to acceptance by the Planning Department.



Frequently Asked Questions:

What is a lot split?

A division of land creating only one new lot.

What is a property line adjustment?

A property line adjustment does not create a separate, new lot. It may or may not dedicate rights-of-way or utility easements. You cannot alter a lot in such a way that would create an illegal situation in terms of setbacks, required lot width, required lot size, or buildable area.

What is a minor subdivision?

A division of land into four (4) or fewer lots and which does not require dedications, vacations, reservations, changes in alignment or easements of R.O.W. or extensions of utilities. (Refer to Code 14.04.05.)

Who can approve incidental subdivisions?

An incidental subdivision can be approved by an Administrative Review so long as there are no proposed dedications, variations, reservations, changes in alignment or extension of utilities. If deemed necessary, an incidental subdivision may be required to follow the formal review process of both a preliminary and final plat review. Pea Ridge and Benton County must approve lot splits for property located outside the city limits but within the Pea Ridge Planning area. (Refer to Code 15.04.05 Section B)

*Subdivision covenants may restrict further splitting of property. Please check with your Property Owners Association before filing an application.

***Please Note: One (1) lot split every Three (3) years.** (Refer Code 15.04.01 section D (2))

How much will a lot split cost?

The fees for a lot split are: \$250.00 application fee. (Refer to Code 15.04.04 Section D) You will probably incur other costs too, such as the cost of a survey and the cost of having a new abstract prepared. The Planning Commission may approve the lot split request contingent on improvements (i.e. sidewalks, extensions of water lines, &/or street improvements). Dedications of easements and rights-of-way are also often required.

Do the lots have to be a certain size?

All lots must still meet the zoning requirements.

Incidental Subdivision Plat/Survey Specifications

The following information shall appear on the plat or survey:

- Property lines of all property owners to the exterior boundaries of the project shall be located on the plat at the location of their property.
- Names, addresses, contact information of all parties involved in the project. Include registration and license number.
- North arrow, scale, dates of preparation, all adjacent zoning classification and proposed use.
- Provide a complete and accurate legend.
- Boundary survey of the property shown on the plat/plan. The surveyor shall seal, sign and date the survey. The surveyor shall be tied to State Plane Coordinates on two controlling corners of the property.
- Written legal descriptions, including are in square feet or acres that read clockwise. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
- Curve data for any street, which forms a project boundary. Curve data shall include radius and arc distance.
- Street rights-of-way (R.O.W.) lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and centerlines should be shown and dimensioned.
- The location of all existing structures. Dimension building and setbacks from the building side to property lines. Do not show setback line, only dimensions.

Easements

- Show all known on-site and off-site existing utilities and easements (dimensioned) and provide all structure locations, types and condition and note them as “existing”.
- Existing easements shall show the name of the easement holder and purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
- The width, approximate locations, and purpose of all proposed easements or R.O.W. for utilities, drainage, sewers, flood control, ingress-egress, or other public purposes within and adjacent to the project.
- Identify and dimension all access easements, including egress and ingress.

Subdivision of Land

- The lot layout, the dimensions of each lot, number of each lot, total area in square feet or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade where pads are proposed for building sites. Lots shall be numbered consecutively for all phases. These numbers shall be associated with each phase of the subdivision. Avoid using blocks. The total number of lots shall be indicated on the plat.

***If you have any questions, please contact the Pea Ridge Planning Director at 479-451-1122 ex. 107.**

Authorization of Proxy

To:

The Pea Ridge Planning Commission:

I, _____ (Owner/Trustee/etc.) hereby authorize _____ (Authorized Representative) to represent me and to make decisions on my behalf for _____ which is to be presented to the Pea Ridge Planning Commission/City Council for review and approval.

Company/Partnership/Trust Name

Owner

Date

Owner

Date

State of Arkansas

County of _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public _____

My Commission Expires _____

**If property is owned by multiple individuals, all owners must sign proxy form. If all owners sign simultaneously, one notary block may be provided. If owners sign at separate times, a notary block must be provided for each signature.

If property is owned by a corporation, LLC or other, provide documentation of individual signers' authority and their authorization to sign document(s) on business' behalf.

For Office use only:

- Proof of Ownership Provided
- Individual Authorization for Company Provided (if applicable)
- If Multiple Owners, All Signatures Provided (if applicable)