



Pre & Final Plat Application

\$400.00 + \$10.00 per lot over fifty (50) lots

Application Requirements and Checklist

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your request will not be considered until the application is completed and required information provided to the Planning Department by the submission deadlines.

P.O. Box 10 • 975 Weston Street • Pea Ridge, AR 72751 • P: 479.451.1122 • F: 479.358.9126 • Jessica.grady@cityofpearidge.com

Property Info.	Address:	Project Info.	Project Name:
	Parcel #		Zone: (please choose one) AG RE R1 R2 R3 R4 C1 C2 I
	Acreage: No. of Lots: No. of Dwelling Units:		Will a variance be submitted with this application? Yes No If yes, please attach the variance application.

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 of Concept Meeting:	Date of Technical Review:
Date Completed Application was Submitted:	Date Accepted as Complete:
Planning Commission Meeting Date:	Final Plat Review Date: Planning _____ Council _____
Pre-Con Meeting Date:	Building Permit Issue Date & Number: _____ /#
Engineering Final Site Inspection Approval Date:	Fire Inspections Approval Date:
Final Site Inspection Approval Date:	Building Final Inspection Approval Date:
Date Certificate of Occupancy was Issued:	

Pre-Plat Submission Checklist: (Refer to Code 15.04.04)

ONCE ALL DEPARTMENTS HAVE SIGNED THE AUTHORIZATION TO APPLY FORM, APPLICANTS CAN PROCEED WITH THEIR APPLICATION SUBMISSION. (Please see the attached "Application to Apply" Form)

Please refer to code 15.04.06 for Improvement and design standards.

- Application. *Completed application required at time of submittal.*
- Fee. *Payment of the application fee. Please note additional charges, all out-of-pocket costs and expenses incurred by the city for review of and recommendations concerning submitted plans by appropriate professional consultants. Conditional Approval, within three (3) weeks after the Planning Commission's decision, the Planning Department shall send the applicant a signed copy of the of the development plans along with a written statement of any required changes and/or additions. A signed copy of the development plans, to the letter by the applicant, shall be submitted to the Building Official before a building permit may be issued. (Ord. No. 471, Sec. 1)(Ord. No. 765 Sec. 1)*
- Letter. A description of the proposed scope of work.
- Deed. Copy of warranty deed. (if applicable)
- Required copies and format.
 - *Two (2) copies of the Preliminary Plat on 24 x 36 paper that reflect dedications of any and all easements, as built utilities, as built public improvements, lands for public use, and any other asset dedications to be dedicated to the City of Pea Ridge.*
 - *One (1) copy of the Preliminary Plat in Adobe Portable Document ("PDF") format emailed to the Planning Department at Jessica.grady@cityofpearidge.com.*
 - *One (1) electronic copy of the Preliminary Plat in CAD file format, georeferenced, and emailed to Pea Ridge Water Utilities at mike.nida@cityofpearidge.com Christopher.schmidt@cityofpearidge.com & Community Development Director dustin.phy@cityofpearidge.com.*

Please note two copies of the Preliminary Plat, one electronic PDF of the Preliminary Plat, and one electronic copy of the Preliminary Plat in CAD or georeferenced is required if easements, utilities, other assets, or public improvements are being dedicated.
- One (1) copy of required documents (refer to subsection E for the list of documents)
- Development Plan. *It must include the following:*
 - *Show Existing Items*
 - *Natural Features*
 - *Proposed Improvements/Proposed Design*
 - *Correct Legal Description of the Property*
 - *Correct Legal Description located within the Large-Scale Development*
 - *All Dedications and Easements, including Street Right-of-Way Dedications and Vacations Along Utility and Drainage Easements*
 - *Vicinity Map with location and Name of Any Street That Abuts or Intersects the Proposed Development. Also, Include Location and Name of Any Other Street, Building or Landmark Necessary to Clearly Indicate the Location of the Proposed Development. (Should include a one (1) mile radius indicating North/South streets and East/West streets, as well as North arrow.)*
 - *Provide the State of Arkansas Contractor's License. (Please note they must be in good standing with the State of Arkansas.)*
 - *Flood plain information*

- Health Department Approval. *The subdivider or engineer need to submit water and sewer plans to the County and/or State Health Department for approval regardless of whether public or private systems are used. No water, sewer and/or utility work shall start until approval has been granted by the Health Department.*
- Preliminary Street Plan. *Plans are required only when new streets or alterations to existing streets are proposed. Please include the alignment of streets in relation to topography.*
- Preliminary Drainage Plans. *Plans shall show the direction of flow of stormwater, the impact of the development on other property in the immediate area and downstream. For drainage criteria and erosion control please refer to Code 11.06.05 and Code 11.06.06.*
- Landscape Plans. *Plans shall show the type, variety and general design of installation of trees, plants and other landscaping features. For landscape regulations please refer to Code 11.07.*
- Application to Apply Form. *For in office use only.*
- Required Documents. *All other requested documents.*
- Changes After Preliminary Plat Approval. *Changes shall require Planning Commission approval prior to the start of construction in the affected area.*

Pre-Plat Review Process: (Refer to Code 15.04.04)

Please also see Exhibit "A" located at the end of this packet.

- *Review.* After the Planning Commission has reviewed the Preliminary Plat and has considered staff recommendations during the Planning Commission meeting, the Commission has ninety (90) days from the receipt of application package to approve, disapprove or approve conditionally. If no decision is made within the ninety (90) days, the Preliminary Plat is deemed approved unless the applicant stipulates in writing to the Planning Commission that additional time is acceptable.
- *Disapproval.* Within two (2) weeks after the Planning Commission's decision, the Planning Department will send the applicant a written statement of the reasons for disapproval.
- *Approval.* Within two (2) weeks after the Planning Commission's decision, the applicant will receive a signed copy of the Preliminary Plat and improvement plans. The Planning Commission's approval of the Preliminary Plat is deemed as an authorization to proceed with the preparation of the final plat, the installation of improvements and the staking out of lots and blocks. Approval of a Preliminary Plat will not consequently guarantee approval of the Final Plat.
- *Conditional Approval.* Within two (2) weeks after the Planning Commission's decision, the Planning Department will send the applicant a signed copy of the Preliminary Plat and improvement plans along with a written statement of any required changes and/or additions.
- *Expiration.* To officially approve the Preliminary Plat, the Chairman of the Planning Commission will sign the Certificate of Preliminary Plat approval that is included on the plat. The Certificate will expire twelve (12) months from date of approval unless an extension is granted by the Planning Commission. If the Preliminary Plat expires, further development work will require approval of another Preliminary Plat.
- *Extension.* Before the last day of the twelve (12) months from date of approval, the applicant may request in writing an extension of Preliminary Plat approval. The Planning Commission may grant an extension up to twelve (12) months providing, in the opinion of the Planning Commission, that sufficient work is completed with regard to the required improvements to the property. No more than one extension will be granted. The Planning Commission may waive the fee for an extension if the extension is not a result of the applicant's actions. *Please note Extension of Preliminary Plat approval fees are \$400.00 + \$10.00 per lot over fifty (50) lots.*

**City of Pea Ridge Preliminary Plat
Authorization to Apply Form (office use only)**

Date:
Location of Project:
Owner:

Architect/Engineer:
Contact:

<p>Planning Department Notes: _____ _____ _____ _____ Signature: _____</p>	<p>Water & Sewer Department Notes: _____ _____ _____ _____ Signature: _____</p>
<p>Engineering Notes: _____ _____ _____ _____ Signature: _____</p>	<p>Fire Department Notes: _____ _____ _____ _____ Signature: _____</p>
<p>Building Department Notes: _____ _____ _____ _____ Signature: _____</p>	<p>Community Compliance Notes: _____ _____ _____ _____ Signature: _____</p>
<p>Street Department Notes: _____ _____ _____ _____ Signature: _____</p>	<p><u>Additional Comments:</u> </p>

Applicant Certification:

I certify I was present at the Technical Review meeting with the City of Pea Ridge. I understand all requirements as set forth by each department and that the comments received at the Technical Review meeting are not all inclusive and that additional comments may be generated after review of the full application submittal. Further, I understand that until all conditions set forth in the Technical Review meeting are satisfied, I am not eligible to submit my project for approval. I understand and agree that this development must comply with all Pea Ridge codes and regulations.

Signature: _____

Preliminary & Final Plat Process

Plan Prep

- **Concept Meeting.** Schedule with the Planning Department. Planning will analyze the proposal and will summarize the City of Pea Ridge's review process.
- **Applicant Plan Preparation.** In order to be considered a completed submission, the applicant must prepare and submit plans that are compliant with Pea Ridge development codes.
- **Technical Review.** Schedule with the Planning Department. Please also refer to the Pea Ridge Meeting and Submission Deadline Schedule. Staff will sign the Authorization to Apply form once all feedback & requirements have been met and plans are ready for submittal. This must be complete before moving forward with the Planning Commission review.

PC Review

- **Planning Commission Review.** Applicant submits the Preliminary Plat Plan Sets and the Authorization to Apply to the Planning Department according to the Pea Ridge Meeting and Submission Deadline Schedule.
- **Comments & Resubmittals.** Applicants must follow the Pea Ridge Meeting and Submission Deadline Schedule for all resubmittals. The resubmission will be placed on the Planning Commission agenda when all departments agree all comments and any additional requirements have been met.
- Once the application has completed the review process, the Authorization to Apply has been received, and the Planning Commission has approved the Preliminary Plat Plan Sets, the applicant may proceed to the pre-con phase. **DO NOT BEGIN GRADING &/or CONSTRUCTION.**

Pre-Con

- **Construction Review.** Applicant works with staff to address outstanding comments. Grading or Construction cannot begin until after the Pre-Con meeting. Applicant pays fees if non-compliant.
- **Building Permit Application.** Submit to Building Department. Applicant submits building permit application to the Building Inspector and Fire Chief for review of compliance with fire and building codes. Preliminary acceptance is required before a pre-con meeting can be scheduled.
- **Pre-Con Meeting.** Schedule with the Planning Department. Staff will approve plans. Stamped plans are the official record to keep on site. This must be complete before moving forward with permitting.

Construction & Inspections

- **Building Permit Issuance.** Building Official and Fire Marshal complete the review and approval of the permit. Customer pays permit fees and the Building Inspector issues the permit.
- **Site Inspections.** Schedule with the appropriate departments.
- **Building Inspections.** Schedule with each department. Pass/fail results and comments will be communicated with a written statement. Re-inspection fees may apply.
- ***Please note water/sewer is subject to random site inspections. Testing must be scheduled per PRWU specifications.** mike.nida@cityofpearidge.com &/or Christopher.schmidt@cityofpearidge.com

Project Completion

- **Site Final Inspection.** Schedule with each department. Pass/fail results and comments will be communicated with a written statement. Re-inspection fees may apply. A Site Final must pass before a Building Final can be scheduled.
- **Building Final Inspection.** Schedule with the Building Department. Applicants pay impact fees and should schedule a final with the Building Department. The Building Official and Fire Marshal will conduct the Building Final.
- **Final Plat Approval.** When the site final is approved, a Final Plat application can be placed on the Planning Commission agenda. Please schedule with the Planning Department.

Final Plat Submission Checklist: (Refer to Code 15.04.04)

When the requirements of the Preliminary Plat have been satisfied and the Preliminary Plat approval remains valid, the subdivider or authorized agent may submit to the Planning Department a Final Plat application for review and approval by the Planning Commission. Before the Preliminary Plat expires and at least fifteen (15) days prior to the regularly scheduled Planning Commission meeting, the subdivider or authorized agent will submit an application package to the Planning Department containing the following submission requirements:

- **Application.** Completed application required at time of submittal.
- **Fees.** Application fee \$400.00, if applicable Final re-inspection \$250.00 per re-inspection required.
- **Letter of Transmittal.** A narrative describing the proposed scope of work.
- **Deed.** Copy of warranty deed.
- **Required copies and format.**
 - *Two (2) copies of the Final Plat on 24 x 36 paper that reflect dedications of any and all easements, as built utilities, as built public improvements, lands for public use, and any other asset dedications to be dedicated to the City of Pea Ridge.*
 - *One (1) copy of the Final Plat in Adobe Portable Document (“PDF”) format emailed to the Planning Department at Jessica.grady@cityofpearidge.com.*
 - *One (1) electronic copy of the Final Plat in CAD file format, georeferenced, and emailed to Pea Ridge Water Utilities at mike.nida@cityofpearidge.com Christopher.schmidt@cityofpearidge.com & Community Development Director dustin.phy@cityofpearidge.com.*
 - *Please note two copies of the Final Plat, one electronic PDF of the Final Plat, and one electronic copy of the Final Plat in CAD or georeferenced is required if easements, utilities, other assets, or public improvements are being dedicated.*
 - *Also please note, As-built drawings shall depict an accurate account of the construction. Construction plans which are “rubber-stamped” and submitted for purposes of as-built drawings are not acceptable.*
- **Certification.** Written certification from the engineer of record that all improvements meet the requirements of the approved construction drawings with no unapproved, material changes.

Final Plat Review Process: (Refer to Code 15.04.04 sec. C)

Please also see Exhibit “B” located at the end of this packet.

- **Review.** The Planning Commission has ninety (90) days from date of receipt of application package to approve, disapprove, or approve conditionally, otherwise, the Final Plat will be deemed approved. The Planning Commission or City Council may disapprove any Final Plat submission where material, unapproved deviations were made from the previously approved Preliminary Plat. If the applicant wants to develop only a portion of the property for which the Preliminary Plat was approved, they must submit a written request to the Planning Department, and the Planning Commission may grant approval of a Final Plat for said portion alone during a regularly scheduled meeting.
- **Disapproval.** Within two (2) weeks after the Planning Commission’s decision, the Planning Department will send a written statement of the reasons for disapproval.

- *Approval.* Within two (2) weeks after the Planning Commission's decision, the applicant will receive a signed copy of the Final Plat. Approval of the Final Plat will not constitute the acceptance by the public of any dedication of public improvements and lands.
- *Guarantee of Completion.* Before the Final Plat is recorded with the County Recorder, the City Council must officially accept all dedications of utilities, public improvements and lands for public use along with other agreements and requirements that the Planning Commission contingently applied to the Final Plat approval.

The City Council must receive the following prior to accepting any public dedication:

Certificate of Completion. The subdivider will submit to the City Council a certificate stating that all required improvements and installations to the subdivision are completed; or

Recording. Within two (2) weeks after City Council's approval of the Final Plat and acceptance of the public dedications, the subdivider or authorized agent will record the Final Plat with the County Recorder. The subdivider or authorized agent shall send one (1) copy to the Tax Assessor and shall send two (2) filed copies of the final plat on 18x24 paper to the Planning Department.

Maintenance Bond for Street Improvements. Before the final plat is recorded with the Benton County Clerk and Recorder's office, the city must receive a bond guaranteeing the work performed upon all street improvements, including, but not limited to the street base, the pavement, the curb and gutter, and the streetlights. The amount of the bond will be equal to, or greater than fifty percent (50%) of the total cost of all street improvements and will be for a period of eighteen (18) months. The cost of these improvements will be certified to the city of Pea Ridge and must meet the City Attorney's approval as to form, sufficiency and manner of execution. The bond must be secured by collateral that is acceptable to the city. Should a warranty or maintenance issue with the street improvements arise, the city may present the developer with the opportunity to make the necessary repairs to the improvements. However, at all times, the city retains the right to collect the specified amount from the bond and perform the necessary repairs itself.

Maintenance Bond for Water and Sewer Improvements. Before the final plat is recorded with the Benton County Clerk and Recorder's office, the city must receive a bond guaranteeing the work performed upon all water and sewer improvements. The amount of the bond will be equal to, or greater than, fifty percent (50%) of the total cost of all water and sewer improvements and will be for a period of twelve (12) months. The cost of these improvements will be certified to the city by the developer's engineer. The bond must be payable to the city of Pea Ridge and must meet the City Attorney's approval as to form, sufficiency, and manner of execution. The bond must be secured by collateral that is acceptable to the city. Should a warranty or maintenance issue with the water and sewer improvements arise, the city may present the developer with the opportunity to make the necessary repairs to the improvements. However, at all times, the city retains the right to collect the specified amount from the bond and perform the necessary repairs itself.

Walk-through Inspection and Bond Release. Thirty (30) days prior to the expiration of term of the maintenance bonds, described in subparagraphs a and b of subsection 15.04.04.7.C, the City Inspector shall conduct a walk-through inspection of all streets, water and sewer Improvements. Should maintenance issues be discovered during this walk-through inspection, the developer shall be notified and given the opportunity to correct those issues. At all times the city retains the right to collect the specified amount from the bond and perform the necessary repairs itself. No bond or security shall be released by the city until a successful walk-through inspection has been completed. Upon satisfactory completion of the walk-through inspection by the City Inspector and after the specified bond term has expired the bond shall be voided, and any unused amount from the bond shall be refunded to the developer.