

PRELIMINARY PLAT APPROVAL 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 Preliminary Plat for Planning Commission review, and such other information as the subdivider deems important.
2. All requirements from the Preliminary Plat Requirements Checklist (**see reverse page**).
3. Source of title to the property.
4. \$150 application fee plus engineering review fee (\$250 or \$25/lot, whichever is greater. \$2,500 maximum).

PROCEDURE:

1. The application must be filed at least 30 days prior to a regular meeting of the planning commission. Six (6) complete sets of plans and specifications shall be included. City staff and the planning commission shall review the application and approve, conditionally approve, or deny application within 45 days of receipt of a completed application.
2. The subdivider or designated representative must submit complete construction drawings, and the city shall not issue a notice to proceed until city staff and the city engineer have reviewed and approved the drawings.
2. The Preliminary 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 Brookland.
 - 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 preliminary 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.
3. Approval of a preliminary plat shall not constitute automatic approval of the final plat
4. Disapproved Preliminary Plats may be resubmitted to the administrative official for review. A written statement providing the reasons for disapproval will be provided to the applicant.
5. Approval of the preliminary plat shall expire 18 months from the date of approval. If all improvements are not installed by the date expiration, reapproval will be required, unless an extension is given.

City of Brookland
613 Holman St
Brookland, AR 72417
PHONE: 870-935-0538

PRELIMINARY PLAT REQUIREMENT CHECKLIST:

- Name of subdivision
- Name and address of owner of record, subdivider, surveyor, and engineer
- 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 Brookland. 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 Preliminary Plat of the portion first to be subdivided. The master plan shall conform in all respects to the requirements of the Preliminary 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
- 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 Preliminary Plat submitted to the Planning Commission shall carry the following certifications: Certificate of Preliminary Surveying Accuracy, Certificate of Preliminary Engineering Accuracy, and a Certificate of Preliminary Plat Approval

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PRELIMINARY PLAT APPLICATION

Property Owner
Name/Signature: _____

Spouse
Name/Signature: _____

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.
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_____	_____
Property Owner Signature	Spouse Signature

_____	_____	_____	_____
Property Owner Mailing Address	City	State	Zip

Phone: _____