



CITY OF WEST FORK, AR
APPLICATION
COMMERCIAL AND RESIDENTIAL SUBDIVISIONS

The Planning Commission schedule of meeting dates and submission deadlines must be followed to be placed on the Planning Commission meeting agenda. Late and/or incomplete applications will not be addressed by the commission. Returned checks will void the application. The Planning Commission meets on the 3rd Thursday of each month at 6:30 pm in the West Fork City Council Chambers, 262 W. Main St., West Fork, AR 72774.

Owner Name: _____

Owner's Business Name: _____

Address: _____ Phone Number: _____

If Representative, also list your Name, Title, Company, Address and Phone: _____

Correspondence Email: _____

Parcel #: _____ Zoning: _____

Physical address of property affected by this application: _____

Applicant: By signing below, the applicant affirms that he/she is an owner of record, as evidenced by document(s) on file in the Washington County Circuit Clerk's Office, of the property in this application. If owner is acting through an agent, proper written authorization must accompany the application. Applicant affirms having provided true and accurate information herein. Applicant also affirms by signature that he/she has read, understands, and agrees with, and agrees to comply with the applicable conditions and requirements as set forth in the West Fork Code of Ordinances.

Signature: _____ Date: _____

Applicant Initials: _____

REQUIREMENTS PRIOR TO AUTHORIZATION: SUBDIVISIONS

Read and complete application form, initial each page, pay fee and file application with required documents at the City Administration Building, 164 N. Centennial Ave., West Fork, AR 72774.

Comply with the applicable portion(s) of Procedure for Subdivision Plat Approval (S-32, Title 15, Chapter 15.04.03; Ord. No. 473, Sec. 1.), as outlined below:

A. Lot Split

1. **General Procedure.** Lot splits are considered a minor subdivision of land subject to these regulations and the review and approval of the Planning Commission. Two types of lot splits are allowed before a subdivision plat must be filed: Correctional or Limited.
2. **Correctional Lot Split.** When a person wants to convey a portion of a lot to adjoining lots where no new lot(s) are created and all lots at the conclusion of the lot split meet the zoning ordinance, major street plan and state law requirements, then the following process is provided:
 - a. Complete and file a lot split application along with the fee with the enforcement official;
 - b. Submit a survey of all lots involved in the split;
 - c. Submit necessary easements; and
 - d. Submit necessary right-of-way dedication.

The enforcement official shall check the lot split and all documents submitted. When all requirements have been met, the enforcement official shall stamp the survey, "Correctional requirements met - no plat required." The enforcement official shall have the survey signed by an officer of the Planning Commission and may then release the lot split. If any of the requirements of a. through d. above are not complied with, the enforcement official shall submit the lot split to the Planning Commission for its review and approval.

If the Planning Commission denies the lot split, the applicant may appeal the decision to the City Council by submitting a Letter of Appeal to the City Clerk within fifteen (15) days of the date of Planning Commission denial.

After Planning Commission or City Council approval, the same process of stamping and signing the survey shall be followed.

3. **Limited Lot Split.** When a person wants to convey one or two lots from an existing lot, all of which meet the zoning ordinance, major street plan and state law requirements at the conclusion of the lot split, then the following process is provided:
 - a. Same process as Correctional Lot Split, a. through d., Section 3:A.2.
 - b. Once a lot has been split under the lot split provision, any subsequent divisions of any of the lots involved in the original split shall go through the subdivision process. This requirement does not apply to correctional lot splits.

B. Preliminary Plat

1. **General Procedure.** When a person wishes to subdivide land within the planning area jurisdiction of the City, the following procedure shall be followed:
 - a. Fill out preliminary plat application and file with enforcement official;
 - b. Pay preliminary plat fee;
 - c. File ten (10) copies of preliminary plat at least nine (9) working days prior to a Planning Commission meeting.

2. **Plat Requirements.** The preliminary plat shall include the following information:
 - A. Name and address of the owner, developer, engineer or surveyor;
 - B. Subdivision name, date, scale - written and graphic; North arrow; acreage; and zoning (subdivision name shall not duplicate any other existing subdivision name);
 - C. Legal description of the property with dimensions and angles sufficient to locate the property on the ground including section, township and range;
 - D. Lots and blocks shall be identified;
 - E. Location of all stakes and proposed monuments;
 - F. Vicinity map showing location of plat and relation to surrounding development and streets;
 - G. Topography map with proposed development plan overlay;
 - H. Location and names of existing or platted streets and utility easements within or abutting the subdivision;
 - I. Location of prominent physical features;
 - J. Names of adjacent subdivisions and owners of adjacent lands;
 - K. Location and size of utility lines, watercourses, bridges, culverts, wooded areas, lakes, flood-plains, and underground installations within or adjacent to the subdivision;
 - L. General drainage plan;
 - M. Location and dimension of all proposed lot lines, lot and block numbers, building lines, street lines, easements, dedications and reservations;
 - N. Proposed use of all land in the subdivision;
 - O. Protective covenants, if any;
 - P. Location and dimension of sidewalks and location of street lights.

3. **Review by Planning Commission**
 - A. The proposed preliminary plat shall be placed on the next Planning Commission agenda following the nine (9) day filing requirement and provided all filing and plat requirements have been met.
 - B. The Planning Commission shall review the preliminary plat along with any comments of the enforcement officer, utility companies, city departments, adjoining property owners or others within the immediate area, developer and the developer's engineer. The Planning Commission shall either (a) approve, (b) approve with conditions, or (c) disapprove the preliminary plat. Within ten (10) days following the Planning Commission action the

developer shall be notified in writing and provided reasons for disapproval or conditions of approval.

Failure of the Planning Commission to act on the preliminary plat within sixty (60) days of the date of the Commission meeting at which the subdivision was scheduled to be heard, shall be deemed approval of the preliminary plat and the developer shall be so notified.

- C. If a developer desires to develop only a portion of the land, a preliminary plat shall be required for the entire property under ownership, then a final plat may be processed for that portion desired for construction.
- D. The approval of the preliminary plat shall be effective for one (1) year following the date of approval by the Planning Commission. The Planning Commission may extend the one-year period if requested in writing by the developer. If a final plat has not been submitted for approval within sixty (60) days following the expiration of the preliminary plat, then the developer shall resubmit a preliminary plat.
- E. The Planning Commission may either (a) review and approve, (b) approve with conditions or (c) disapprove an amendment to a preliminary plat submitted by a developer during the period an approved preliminary plat is in effect. The Planning Commission action on an amendment does not change the effective approval period of the original preliminary plat unless so requested by the developer in the amendment.
- F. Approval of the preliminary plat authorizes the developer to:
 - 1. Prepare plans, profiles and specifications for streets, storm drainage, water and sewer.
 - 2. Submit plans, profiles and specifications for review and approval by the appropriate enforcement officer; or
 - 3. Prepare and submit the final plat provided the requirements of Section 4:1 are a part of the final plat process.
- G. Approval of a final plat on a portion of an approved and active preliminary plat as authorized in c. above, has the effect of continuing the approval period of the original preliminary plat to the period of time it takes the developer to submit final plats on all of the land, not to exceed ten (10) years unless approved by the Planning Commission.
- H. Any decision of the Planning Commission may be appealed to the City Council. An Appeal Letter shall be submitted to the City Clerk within fifteen (15) days of the Planning Commission decision. The City Council may either (a) uphold, (b) reverse with conditions, or (c) reverse any decision of the Planning Commission.

B. Final Plat

1. **General Procedure.** After approval of a preliminary plat and while the preliminary plat is in the effective approval period and all required improvements have been installed and approved, the

developer may submit a final plat, or a final plat may be submitted while the preliminary plat approval is in effect and no improvements have been installed, provided the developer follows the process in Section 4:I. The following procedure shall be followed:

- a. Fill out final plat application and file with enforcement official;
- b. Pay final plat fee;
- c. File ten (10) copies of final plat at least nine (9) working days prior to a Planning Commission meeting.

2. **Plat Requirements.** The final plat shall include the following information:

- A. Name of the subdivision, date, scale written and graphics; North arrow; acreage; and zoning.
- B. Legal description with section, township and range and dimensions and bearings sufficient to locate all lines on the ground;
- C. Names and addresses of owner, developer, engineer and surveyor;
- D. Scale of the final plat shall be either 1 inch = 100 feet or 1 inch = 200 feet;
- E. Location and dimensions of all streets, alleys, easements, areas of public use and flood plain within and adjacent to the subdivision;
- F. Building set-back lines with dimensions;
- G. Dimensions and number or letter of all lots and blocks with the subdivision.
- H. Location and description of all proposed monuments;
- I. Certificate of ownership and dedication;
- J. Certificate of accuracy of engineer and surveyor;
- K. Signature block for the Planning Commission;
- L. Signature block to certify approval of streets, sidewalks, street lights, easements, setbacks, grading and drainage by the City;
- M. Signature block to certify acceptance of dedications by the City Council;
- N. Signature block for Water and Sewer Superintendent to certify State Health Department approval of water and sewer plans;
- O. Certificate of guarantees in lieu of improvements received and approved by City Council.

3. **Review by Planning Commission**

- A. The proposed final plat shall be placed on the next Planning Commission agenda following the nine (9) day filing requirement and provided all filing and plat requirements have been met.
- B. The Planning Commission shall review the final plat and when satisfied that all conditions of preliminary plat approval have been met and all concerns of utility companies, municipal departments and citizens have been addressed, the Planning Commission may approve the final plat. If there are conditions or concerns that the developer agrees to meet, the Planning commission may give conditional approval subject to the conditions or concerns being complied with by the developer. If there are conditions or Planning Commission concerns that the developer refuses to meet, the Planning Commission may disapprove the final plat.

Within ten (10) days following the Planning Commission action the developer shall be notified in writing and provided reasons for disapproval or conditions of approval.

Failure of the Planning Commission to act on the final plat within sixty (60) days of the date of the Commission meeting at which the final plat was schedule to be heard shall be deemed approval of the final plat and the developer shall be so notified.

- C. Approval of the final plat authorizes the:
 - 1. Enforcement officer to have the final plat signed by all requiring signatures;
 - 2. City Council to proceed with acceptance of street dedications; and
 - 3. Developer to file the final plat in the Circuit Clerk's office.

- D. Any decision of the Planning Commission may be appealed to the City Council following the same process as set forth in the preliminary plat process.

D. Large-Scale Development

- 1. **General Procedure.** When a person wishes to develop land in the city limits of West Fork or the filed planning area boundary that falls under the definition of a large-scale development then the following procedure shall be followed:
 - a. File an application for large-scale development with the enforcement official;
 - b. Payment of fee;
 - c. Submit a survey of the property showing:
 - 1. Existing lot lines with dimensions,
 - 2. Zoning of the property,
 - 3. Existing right-of-way on adjoining streets,
 - 4. Existing and proposed access,
 - 5. Proposed parking,
 - 6. Water courses and proposed drainage,
 - 7. Existing and proposed easements,
 - 8. Location of existing and proposed structures,
 - 9. Location of existing and proposed utilities,
 - 10. Vicinity map.
 - d. Submit any necessary dedications and easements;
 - e. Submit plans for any necessary street or drainage construction.

- 2. **Review by Planning Commission.** The Planning Commission shall review the proposed large-scale development and when satisfied that all requirements of this ordinance, municipal departments, utility companies and concerned citizens have been met, may either (a) approve, (b) approve with conditions, or (c) disapprove the large-scale development. The applicant shall be notified in writing within ten (10) days of the date of the Planning Commission meeting, of the action of the Planning Commission. If approved with conditions or disapproved, the conditions or reasons for disapproval shall be included in the written notification.

Any decision of the Planning Commission may be appealed to the City Council following the same procedure as set forth in the preliminary plat process. (Ord. No. 302, Sec. 3.)

FEES: Residential Subdivisions (4 or more lots):

Preliminary Plat \$100.00
Final Plat \$100.00

Commercial Subdivisions

Preliminary Plat \$250.00
Final Plat \$250.00

(Ord. No. 473, Sec. 1)

West Fork Administrative Entries (Note that all entries listed below may not be applicable.)

Application accepted and fee paid. Date: _____ City Administrator's Initials: _____

Cash Check # _____

Preliminary Plat Review

Are public services and utilities available and adequate?

yes no _____ Date: _____
Public Works Director

Comments: _____

Is fire protection adequate?

yes no _____ Date: _____
Fire Chief

Comments: _____

Is the proposed use compatible with the surrounding area and the planned use for the area?

yes no _____ Date: _____
Planning Commission Representative

Comments: _____

Approved: yes no Comments: _____

Planning Commission Rep. Sig.: _____ Date: _____

Final Plat Review

Application accepted and fee paid. Date: _____ City Administrator's Initials: _____

Cash Check # _____

Certificate of guarantees in lieu of improvements received and approved by City Council?

yes no _____ Date: _____
Mayor

Comments: _____

Approved: yes no Comments: _____

Planning Commission Rep. Sig.: _____ Date: _____