



CITY OF WEST FORK, AR
APPLICATION
LOT SPLIT, LOT COMBINATION OR LOT LINE ADJUSTMENT

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.

Lot Split OR Lot Combination OR Lot Line Adjustment

Applicant Name: _____

Address: _____ Phone: _____

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

Correspondence Email: _____

Parcel #: _____ Current Zoning: _____

Physical address of property affected by this application: _____

Size of Parent Tract, in acres: _____ Resulting Tracts, in acres: _____

Proof that property has not been split in the past 10 years, including a brief description and dates: _____

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: _____

**REQUIREMENTS PRIOR TO AUTHORIZATION:
LOT SPLIT, COMBINATION OR LOT LINE ADJUSTMENT**

1. 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.
2. Submit three (3) 8 ½ x 11-inch and five (5) 17 x 24-inch copies of the required legal survey for lot split, lot combination or lot line adjustment.
3. Submit all necessary easements.
4. Submit all right-of-way dedications.
5. If Lot Line Adjustment affects adjacent property owner(s), applicant must provide proof that each affected adjacent property owner approves the Lot Line Adjustment, either by the affected adjacent property owner(s) attending the Planning Commission meeting or by notarized affidavit(s) which includes details of the applicant's proposed Lot Line Adjustment.
6. All paperwork must be submitted to the city by the Thursday (a week) prior to the Thursday meeting of the Planning Commission.

NOTE: After all documents have been submitted, a technical review will be completed by the Fire Chief and the Public Works Director. This review must be completed before the applicant can be placed on the Planning Commission meeting agenda.

Applicant or designated representative **must attend** the Planning Commission meeting. If no one attends, the application may be denied and a new application process and fee may be required to re-file.

FEES: One (1) to Three (3) Lot Splits, Lot Combinations or Lot Line Adjustments
Residential - \$100.00
Commercial - \$100.00
(Ord. No. 473, Sec. 1.)

West Fork Administrative Entries

Fee paid. Date: _____ City Administrator's Initials: _____

Cash Check # _____

Fire Chief Approved: Yes No

Comments: _____

Fire Chief Signature: _____ Date: _____

Public Works Director Approved: Yes No

Comments: _____

Public Works Director Signature: _____ Date: _____

Planning Commission Representative Approved: Yes No

Comments: _____

Planning Comm. Rep. Signature: _____ Date: _____

For use by West Fork Planning Commission:

Approved Denied No Action Taken Tabled for up to _____ days

Comments: _____

Approved with Conditions: _____
