

**CITY OF FORT SMITH, ARKANSAS
MINOR SUBDIVISION PLAT
APPLICATION**

Please fill out this form completely and submit all required information and documentation to support your request.

A. Contact and General Information

Name of Firm Submitting Plat: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Explain Purpose of Plat: _____
(Attach separate sheet
if necessary) _____

B. Required Plat Information Checklist

Note: If a checklist item does not apply to your plat, mark the item as not applicable and attach an explanation to the checklist.

- | | | |
|----|--|--------------------------|
| 1. | Plat printed on 18" x 24", 22" X 34" or 24" x 36" sheets | <input type="checkbox"/> |
| 2. | Name of subdivision | <input type="checkbox"/> |
| 3. | Name and addresses of owners, developers, engineers, and surveyors | <input type="checkbox"/> |
| 4. | Signature blocks for allotters, planning commission approvals, and recording | <input type="checkbox"/> |
| 5. | Surveyor's name, seal, and signature | <input type="checkbox"/> |
| 6. | Standard right-of-way easement dedication (See Item E for language) | <input type="checkbox"/> |
| 7. | Vicinity Map at a scale of not less than 1" = 500' | <input type="checkbox"/> |

8. Date, scale (1"= 100' maximum), and north arrow
9. Current and proposed zoning designations
10. Legal description of property (plats shall include all contiguous land under the same ownership) including boundary dimensions sufficient to accurately locate the property
11. Adjoining subdivisions/lots/streets/alleys/easements
12. Subdivision acreage
13. Original lot configuration shown with dashed lines when replatting existing lots
14. Bearings, distances, and curve data for streets, alleys, easements, lot lines, and Right-of-way widths
15. Subdivision boundary with control points and ties to section, township, and range
16. Lots corner must be monumented and type of monument identified
17. Flood boundaries as identified on the official Flood Insurance Rate Map (FIRM)
18. Minimum floor elevations where applicable.
19. Location and dimensions of proposed streets, alleys, easements, and lot lines
20. Street names, lots and block numbers
21. Location and type of all existing public and private easements - reference document number for easements recorded by separate instrument
22. Existing sewer, fire hydrants, water lines, and franchise utilities
23. Existing buildings, pavements, drives, and drainage features
24. Proposed buildings and other development features where applicable on commercial, industrial, and multi-family developments.
25. Application Fee - \$125.00.

C. Submission Instructions

Submit checklist with five copies of the plat folded and submitted to:

Fort Smith Planning Department
623 Garrison Avenue; Room 331
Fort Smith, AR 72901

or Fort Smith Planning Department
P. O. Box 1908
Fort Smith, AR 72902

D. Additional Information

If you have questions about the plat checklist, contact the Fort Smith Planning Department at 479-784-2216.



E. Standard Right-of-Way Easement Dedication Statement

The right-of-way as shown on this plat is hereby dedicated to the City of Fort Smith ("City") for public use. The easements shown on this plat are hereby dedicated to the City for utility, drainage, access, and other purposes. Any easement designated as a "utility easement" is dedicated to the City for the installation, operation and maintenance of City-owned utilities and utilities including cable TV, operated by utility companies having a franchise agreement with the City. The City and City franchised utility companies shall have access through and along designated easements for their personnel and equipment at all times with the authority to cut down and keep trimmed from the dedicated easements trees, hedges and shrubs that may interfere with or endanger such utilities. In the event that fencing of individual lots is desired, gates that provide free ingress and egress to, and within the dedicated easement shall be provided.

FOR STAFF USE ONLY

Date Application Submitted:

Application Fee Submitted:
