Planning and Development
210 SW 3rd Street, Bryant, AR 72022
501-943-0488 | comdev@cityofbryant.com

Subdivision Application and Checklist

This is not an exhaustive guideline regarding the Subdivision Code or Approval Process. Additional information is available in the City's Subdivision Code. Applicants are advised to read the City of Bryant Subdivision Code prior to completing and signing this form. A copy is available at www.cityofbryant.com under the Planning & Development Department page.

Date: 03.11.2026 **Application Type:** [Preliminary Plat] | Final Plat | Replat

Subdivision Project Information:

Subdivision/Project Name Hilltop Manor

Property Location Hilltop Road, Bryant, AR

Parcel Number(s) 840-11625-125 Zoning Classification R2

Number of Lots 78 Number of Phases 1

Applicant or Designee:

Name Richardson Engineering, PLLC

Address 325 West South Street, Benton, AR 72015

Email Address charlotte@richardson-engrs.com Phone 501-315-7225

Requirements and Checklist for Submission:

☑ Completed Subdivision Application. *(An online application is also available through the City's application portal. You can visit the portal by clicking on "Planning Applications" under the "Services" heading on the Planning & Development Department page.)*

☑ Subdivision fees applicable to application type:

- **Preliminary Plat**
  - Preliminary Plat Review Fee: $300.00 + $3.00 Per Lot = $534.00
  - Stormwater Detention and Drainage Plan Engineering Fee: $250.00 or $25.00 per lot (whichever is greater) = $1950.00
- **Final Plat**
  - Final Plat Review Fee: $25.00 + $1.00 Per Lot = _____
  - Water / Wastewater Impact Fee: $100.00 per lot ($50 for Water, $50 for Wastewater) = _____
  - Water / Wastewater Flushing Fee: $100.00 per Subdivision Phase ($50 for Water, $50 for Wastewater) = _____

- **Replat**
  - Replat Review Fee: $25.00 + $1.00 Per Lot = _____

☐ One (1) paper copy (or digital PDF submitted through the online portal) of each of the following required attachments for the related application:

	Required Attachment	Preliminary Plat	Final Plat	Replat
☐	**Request Letter**	X	X	X
☐	**Preliminary Plat**	X		
☐	**Final Plat**		X	
☐	**Replat**			X
☐	**Survey**			X
☐	**Construction Plans Including**: Utility Plan to City's Standard Specs for Water and Sewer Design; Street Plans to City's Minimum Street Specifications; Erosion Control plan; Grading Plan	X		
☐	**As-Builts:** Water, Sewer, and Streets		X	
☐	**Drainage Report / Stormwater Calculations**	X		
☐	**ADEQ Storm Water Pollution Prevention Plan (SWPPP)**	X		
☐	**Stormwater Infrastructure Maintenance Plan**		X	
☐	**Bonds for Final Plat:** Stormwater Infrastructure Warranty Bond; Water - Waste Water Warranty Bond; Street Warranty Bond		X	
☐	**Bill of Assurances / Improvement District Documents**	X	X	
☐	**Health Dept. Letter of Sewer Acceptance**		X	
☐	**ADEQ General Stormwater NPDES Permit:** Copy of Notice of Coverage (NOC) or Proof of Submittal for Permit	X		

Once the application is received, the material will be reviewed to make sure all the required information is provided. The applicant will be notified if additional information is required. The application will then go before the Development and Review Committee (DRC) for a recommendation to the Planning Commission. The Planning Commission will make a decision on the Approval of the Preliminary Plat. Once necessary infrastructure improvements are made for the Subdivision or Phase, the Developer may then submit for Final Plat Approval of the Subdivision or Phase. A Final Plat Application will follow the same approval process as the Preliminary Plat.

READ CAREFULLY BEFORE SIGNING

I Charlotte Crone, do hereby certify that all information contained within this application is true and correct. I further certify that the owner of the property authorizes this proposed application. I understand that I must comply with all City Codes and that it is my responsibility to obtain all necessary permits required.