Bryant Planning Commission

Subdivision Checklist

Approved by
Bryant Planning Commission
07/14/2003

Instructions

The attached checklist must be completed by the owner and subdivision engineer and must be submitted along with the Preliminary Plat Plan and other specified documentation for review and approval by the Planning Commission. The owner may not begin developing the subdivision until the review of the Preliminary Plat plan is approved.

No changes or alterations can be made to the approved Preliminary Plat Plan without Planning Commission approval.

When all lots have been surveyed, the utilities and drainage measures are in place, and roads have been constructed, the owner and engineer will submit a Final Plat Plan for approval by the Commission. This Final Plat Plan will incorporate all approved changes and will be verified by the City Engineer. No lots will be sold or rights-of-way and easements conveyed until the Final Plat has been submitted and approved.

Fees due to City of Bryant upon submission of Preliminary Plat application

- $300.00 + $3.00 per lot - for Subdivision preliminary plat review
- $250.00 or $25.00 per lot (**whichever is greater)** - Stormwater Detention and Drainage Plan Engineering Fee
- A Surety Bond or Cashier's check in the amount of 10% of the estimated development cost must be furnished within 10 days after Preliminary Plat approval.

Fees due to Bryant Water and Sewer Department upon submission of Final Plat application

- $100 per lot – Water/Sewer Impact Fee
- $100 per Subdivision Phase – Water/Sewer Flushing Fee

Fees due to City of Bryant upon submission of Final Plat application

- $25.00 + $1.00 per lot - for Subdivision Final Plat review

City of Bryant Subdivision Checklist

Subdivision/Project Name __Jacob's Corner Subdivision_____

Contact Person __Jonathan Hope_____ **Phone** ____501-860-0467_____

Mailing Address___117 South Market Street, Benton, Arkansas 72015_____

I. Basic Information Needed On The Plat

- ✓ 1. Name of Subdivision/Project
- ✓ 2. Current zoning __ETJ__
- ✓ 3. Name and Address of owner of Record
- ✓ 4. Illustrate Source of Title giving deed record book and page number
- ✓ 5. Name & address of the sub-divider
- ✓ 6. Date of Survey
- ✓ 7. Vicinity map locating streets, highways, section lines, railroad, schools, & parks within ½ mile
- ✓ 8. Legal description of the property with exact boundary lines
- ✓ 9. Acreage of property
- ✓ 10. Number of Lots
- ✓ 11. Lot area in square feet
- ✓ 12. Lot lines with appropriate dimensions
- ✓ 13. Building setback lines
- ✓ 14. Preliminary Engineering certificate seal and signature on each page
- ☐ 15. Certificate of Engineering Accuracy
- ✓ 16. Certificate of Owner
- ☐ 17. Certificate of Final Plat Approval
- ☐ 18. Certificate of Recording
- ✓ 19. Show scale (not less than 1" = 100')
- ✓ 20. North Arrow
- ✓ 21. Show Title block
- ✓ 22. Show adjoining property owners
- ✓ 23. Layout of all proposed streets including traffic control devices (stop signs, speed limit, etc.)
- 24. Layout of all subdivision entrance street upgrades
- ☐ 25. Layout of all proposed alleys
- ✓ 26. Layout of all proposed sidewalk systems
- ✓ 27. Layout identifies any FEMA flood plain and flood way property within the 100-year flood elevation. (Provide Corp of Engineers 404 Permit if required)
- ☐ 28. Drainage easements for stormwater run-off and detention giving dimensions, locations, and purpose
- ✓ 29. Layout accommodates Master Street Plan segments within the boundaries
- ✓ 30. Street layout ties to existing adjoining subdivision stub-out streets and provides stub-out streets for future adjoining subdivisions.
- ✓ 31. Street width and right-of-way properly shown for each functional classification
- ✓ 32. Street centerlines showing angles of deflection, intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data
- ✓ 33. Typical cross section of streets
- ✓ 34. Location and name of existing streets
- ✓ 35. New street names that are not similar to existing street names
- ✓ 36. Show street lights

- ✓ 37. Show Fire Hydrant placement
- ✓ 38. Show and label all permanent & proposed easements
- ✓ 39. Any proposed open space must be shown
- ✓ 40. Show the direction and flow of all water courses entering the tract
- ✓ 41. Show the direction and flow of all water courses leaving the tract
- ✓ 42. The drainage area of all water courses above the points of entry.
- ✓ 43. The downstream drainage channel and drainage structures substantially impacted by the subdivision/project.
- ✓ 44. Show source of water supply
- ✓ 45. Show location of waste water connection to municipal main & sanitary sewer layout
- ☐ 46. A phasing plan outlining the boundaries for each phase

II. Additional Information Needed, But Not Necessarily On The Plat

- ✓ 47. Natural features within the proposed subdivision including drainage channels, bodies of water, wooded areas, and other significant features
- ✓ 48. Existing streets, buildings, water courses, railroads. Culverts, utilities and easement on and adjacent to the tract.
- ☐ 49. Where method of disposal of wastewater is other than connection to a public waste water system, detailed information shall accompany the plat.
- ✓ 50. Calculations and field notes, including drainage calculations along with support drawing
- 51. Stormwater detention plan approval from City Engineer (attach copy of approval)
- ✓ 52. The Certificate of Preliminary Engineering Accuracy on each set of street and drainage plans.
- ✓ 53. ADA Accessibility Standard Form completed (and attached)
- ☐ 54. A Bill of Assurance has been prepared for this subdivision (and attached)
- ✓ 55. All lots comply with minimum square footage area and minimum lot width at the front building line
- ✓ 56. Street pavement design will be as specified by City or ArDOT design procedures, approved by the City Engineer.
- ✓ 57. Made the "One Call" prior to site clearance or other excavation activity

III. Preliminary Plat Attachments

(Application will not be accepted until all attachment requirements are met)

- ✓ 58. **Letter to Planning Commission** stating your request
- ✓ 59. Completed **Checklist**
- ☐ **60. Completed agreement to provide performance assurance**
- ☐ 61. **Subdivider Performance Bond or Cashier's Check** for infrastructure installation
- ☐ 62. Landscaping plan of any proposed common open space
- ☐ 63. **Draft of Bill of Assurance** proposed for the subdivision (if applicable)
- ☐ 64. **16 copies of Preliminary Plat Plan (folded**) that includes vicinity map (minimum size 17" X 34" paper)
- ☐ 65. **Two (2) IBM compatible diskettes or CDR's** with pertinent data and Plat in CAD compatible .DXF electronic file format
- ☐ 66. Copy of **Stormwater Detention approval**
- ☐ 67. 2 copies **Plan and profile** of all streets
- ✓ 68. Receipt for **$300.00 + $3.00 per lot for preliminary Subdivision fee**
- ✓ 69. Receipt for **$250.00 or $25.00 per lot (whichever is greater) for Stormwater Detention and Drainage Plan review**
- ✓ 70. Copy of **ADEQ Stormwater Pollution Prevention Plan** for property parcel containing one acre or larger.

III. Final Plat Attachments

(Application will not be accepted until all attachment requirements are met)

- ☐ 71. **Letter to Planning Commission** stating your request
- ☐ 72. Completed **Checklist**
- ☐ 73. **16 copies of Final Plat Plan (folded)** that includes vicinity map (minimum size 17" X 34" paper)
- ☐ 74. **Two (2) IBM compatible diskettes or CDR's** with pertinent data and Plat in CAD compatible .DXF electronic file format
- ☐ 75. **Bill of Assurance** including provisions set out in Title 15 Subdivision Regulations 15.16.01
- ☐ 76. Copy of **Water & Sewer Commission approval** or….
- ☐ 77. State Health Department approval of any new water supply and/or sewage system.
- ☐ 78. **Letter submitted by a Registered Professional Engineer, certifying that all infrastructure improvements and installations have been installed** in accordance with the submitted construction plans and drawings and the standards established by the City of Bryant and are functioning properly.
- ☐ 79. Infrastructure Maintenance Bond or Cashier's check.
- ☐ 80. Check for **$25.00 + $1.00 per lot for final Subdivision fee**
- ☐ 81. Check for **Water Sewer impact fees ($100.00 Flushing Fee and $100.00 impact fee per lot)**

__Jacob's Corner_____ ____Jonathan Hope_____
Name of Subdivision Surveyor

I HAVE COMPLIED WITH THE REQUIREMENTS LISTED ABOVE AND HAVE CHECKED ALL OF THE BOXES ON THE CHECKLIST WHICH APPLY TO THIS PROJECT SUBMITTAL.

_____ _____
Owner Signature Engineer Signature

CITY USE

Preliminary Plat Approved _____

Planning Commission Date _____

Final Plat Approved _____

Planning Commission Date _____

Proof of Recording – County _____

County Clerk _____ Date _____

AGREEMENT
BY
SUBDIVISION DEVELOPER
TO PROVIDE ASSURANCE TO
THE CITY OF BRYANT
ARKANSAS
PER ORDINANCE #98-35

I _____, developer for the _____ subdivision located in the City of Bryant city limits or planning jurisdiction agree to provide a surety bond or cashier's check in the amount of 10% of the development cost estimated to be $_____ but not less than $10,000 or more than $50,000 within 10 calendar days after preliminary plat approval by the Bryant Planning Commission in accordance with the terms of Ordinance Number 98-35.

_____ _____
Date Developer Signature

_____ _____
Witness Printed Name

_____
Address

_____
Phone Number

ORDINANCE NO. 98-35

ASSURANCES FOR COMPLIANCE, INSTALLATION, ETC.

a.) Upon preliminary approval of subdivision construction plans and specifications for improvements, the Developer shall enter into an agreement with the City of Bryant to install or ensure the completion of the improvements as designed and to (repair or replace), (pay the cost to the city of repairing or replacing) all city property damaged or destroyed in connection therewith. The city will accept the subdivision and issue the certificate of final plat approval subject to the assurance of performance of the obligations of the Developer under the agreement.

b.) One of the following assurances assigned to the city shall be utilized by the Developer to assure performance of the Developer's obligations under the agreement:

1. Surety Bond in the amount of ten percent (10%) of the estimated development cost and recorded at the Saline County Courthouse.

2. Cashier's check(s) in the amount of ten percent (10%) of the estimated development cost on which no interest will be paid by the city.

Any cashier's check or certificate of deposit allowed by this section shall be insured by a financial institution insured by the Federal Deposit Insurance Corporation and licensed to business in Arkansas. Further, each instrument of assurance shall be payable to the City of Bryant, and shall be in principal amount no less that $10,000 or no greater than $50,000. All instruments of assurance or the city's check in the amount equal to the principal amount of the instrument less any deductions for failure to perform by the Developer shall be returned to the Developer one-year after completion of the Developers performance under the agreement.

Forfeiture of the assurance for compliance does not relieve the Developer of his responsibility to complete the subdivisions improvements to the satisfaction of the City.

Developer's of large projects that could have an adverse impact on the City's infrastructure may be required to have an assurance for compliance if so directed by the Planning Commission.

All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

Should any portion of this ordinance be unconstitutional or invalid and so declared by a court of competent jurisdiction, then the remainder of this Ordinance, and any remaining applications of the Ordinance, shall not be affected by such partial unconstitutionality or invalidity.

This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED AND APPROVED THIS 28th **DAY OF** September, **1998.**

Roy Bailey
APPROVED

Wanda Smith, City Clerk
ATTEST

No Emergency Clause