

FINAL PLAT APPROVAL REVIEW PROCEDURES

ANY CHANGES from a Preliminary Plat approved by the Planning Commission prior to submission of the Final Plat MUST BE APPROVED BY THE CITY ENGINEER. Substantial changes may require a full resubmission of the Preliminary Plat to the Technical Review committee for approval before going to the Planning Commission for final approval.

SUBMISSION REQUIREMENTS AND DEADLINES

All information must be submitted by 5:00 p.m. on the THIRD MONDAY of each month to the Administrative office for inclusion on the Planning Commission agenda for the following month.

FIFTEEN copies of the FINAL PLAT must be submitted along with the completed APPLICATION FOR APPROVAL AND CHECKLIST. In addition, three updated copies of detailed plans for the streets, drainage, water & sewer, etc. shall be submitted. A filing fee shall be paid at the time of the filing.

The Planning Commission will review the final plat at the following months regular scheduled meeting. The Planning Commission meets the third Monday each month at 7:00 p.m. at the Bethel Heights City Hall.

Upon approval of the final plat, provide City Hall with three copies of the filed plat and an electronic drawing in a designated format.

Proof of payment for street lights, street signs, and sewer fee for subdivision must be provided before approval of the final plat.

FEES:

Large Scale: \$500 (0-1 acre) \$750 (1-3 acres) \$1000 (3 + acres)

Final Plats: \$500 (0-50 lots) \$600 (51-100 lots) \$750 (101-250 lots)
\$1000 (251-500 lots) \$2000 (501 + lots)

NOTICE OF INTENT TO DEVELOP LAND

_____ has requested the Bethel Heights Planning Commission to set a date for approving the development of the following property:

LEGAL DESCRIPTION:

NATURE OF PROPOSED DEVELOPMENT: _____

This notification is in response to the policy that all property owners who are known or are reasonably ascertainable and who lease or own property adjacent to the property proposed to be developed, be notified in accordance of Bethel Heights ordinance #77 for developing property. Please be advised, you are invited to attend this meeting for viewing of the plans. If you have any questions concerning the development of said property, submit comments in writing to Bethel Heights City Hall, c/o Planning Commission 530 Sunrise Drive, Bethel Heights, AR 72764

The public meeting will be held on _____ in the Bethel Heights City Hall, beginning at 7:00 p.m.

All interested persons wishing to view these said plans are hereby notified to attend.

APPLICATION FOR FINAL PLAT APPROVAL & CHECKLIST

OWNERS NAME, ADDRESS, & PHONE #:			ENGINEER: include phone & email		SUBDIVISION NAME:	
DATE RECEIVED:	RECEIVED BY:	FEE PAID:	ZONING:	LOCATION:	TOTAL ACRES:	TOTAL LOTS:

REQUIRED ITEMS: Complete the below Check List	COMPLETION CHECK *	Ordinance's to Comply With: All ordinances & forms can be found @ bethelheightsark.org
NAME OF DEVELOPER & SURVEYOR:		Ordinance No. 169 Zoning Ordinance No. 77 Subdivision Ordinance No. 128 Sewer System Ordinance No. 160 Wastewater Fee Ordinance No. 201 Stormwater Ordinance No. 200 Grading, Erosion Control Ordinance No. 351 Streets & Sidewalks
DATE, GRAPHIC SCALE, NORTH ARROW, ACREAGE, & ZONING DISTRICTS		
ACCURATE FIELD SURVEY, LENGTH, & BEARINGS SHOWN		
DIMENSIONS OF STREETS, ALLEYS, SIDEWALKS, EASEMENTS, BLOCK, LOT, PARCEL, LINES, & BUILDING LINE OR SETBACK LINE		
LOCATION OF MONUMENTS & STAKES		
LOCATION OF RAILROAD RIGHTS-OF-WAYS & OTHER UTILITIES		
NAME OF ALL STREETS		
DEDICATION OF STREETS, ALLEYS, & LAND FOR PUBLIC USE		
ALL EASEMENTS & RIGHTS-OF-WAY GRANTED BY OWNER		
STREET CURVATURE CHARACTERISTICS		
FOLLOWING SUPPORTING DATA:		
CERTIFICATE OF OWNERSHIP & DEDICATION		
CERTIFICATE OF ACCURACY – ENGINEER AND OR SURVEYOR		
CERTIFICATE OF APPROVAL OF WATER & SEWER		
CERTIFICATE OF APPROVAL OF BUILDING SETBACKS BY CITY BUILDING INSPECTOR		
CERTIFICATE OF APPROVAL FOR RECORDING BY PLANNING COMMISSION		
CERTIFICATE OF PLAT ACCEPTANCE BY CITY COUNCIL & OTHER PERTINENT INFORMATION		
ADDITIONAL INFORMATION: ATTACH TO FINAL PLAT		
RESTRICTIVE COVENANTS		
AR STATE HWY. APPROVAL FOR LAND THAT ABUTS ON THE RIGHT-OF-WAY OF ANY EXISTING OR PROPOSED STATE HWY		PLANNING COMMISSION ACTION: DATE: _____
STREET SIGNS & LIGHTS INSTALLED & PROOF OF PAYMENT		
FINAL PAYMENT FOR WASTEWATER NEW CONSTRUCTION FEE		ACTION TAKEN: _____ _____
STREET BONDS		
SEWER BONDS		
SEWER AS BUILTS		
DRAINAGE AS BUILTS		

PLACE A ✓ CHECK IF ITEM IS COMPLETED, PLACE A X IF A PROBLEM EXISTS, & PLACE COMMENTS ON AN ATTACHED SHEET

