

**PRELIMINARY PLATS & LARGE SCALE DEVELOPMENT PLANS
REVIEW PROCEDURES
City of Bethel Heights**

All preliminary plats and large scale development plans to be presented to the Bethel Heights Planning Commission must first be submitted to the Technical Review Committee before placed on the agenda for the Planning Commission.

In addition, ANY CHANGES from a Preliminary Plat approved by the Planning Commission prior to submission of the Final Plat **MUST BE APPROVED BY THE BUILDING INSPECTOR AND / OR CITY ENGINEER**. Substantial changes may require a full resubmission of the Preliminary Plat to the Technical Review committee for approval to resubmit to the Planning Commission.

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 Technical Review Committee agenda for next month.

The Technical Review Committee meets on the **FIRST MONDAY** of each month at 3:30 p.m. (as needed) at the Bethel Heights City Hall.

FIFTEEN copies of the **PRELIMINARY PLAT** and/or **LARGE SCALE DEVELOPMENT PLAN** must be submitted along with the completed **APPLICATION FOR APPROVAL AND CHECKLIST**. In addition, three 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 preliminary plat or large-scale the following month at a regular scheduled meeting. The Planning Commission meets the third Monday each month at 7:00 p.m. at the Bethel Heights City Hall, 530 Sunrise Drive. Please file fifteen updated plats or large-scales (that have been approved by the City Engineer) with the Administrative Office one week prior to the meeting to be placed on the agenda.

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

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

FEES:	
Large Scale:	\$1,000.00
Preliminary:	\$1,000.00
Final Plat:	\$750.00

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 PRELIMINARY PLAT APPROVAL AND CHECKLIST

OWNER'S NAME, ADDRESS & PHONE #:			ENGINEER: Phone #, Fax #, Email:			SUBDIVISION NAME		
DATE RECEIVED	RECEIVED BY	FEE PAID	LOCATION SEC	TWN	RNG	TOTAL ACRES	TOTAL LOTS	ZONING

Required Items – Please Complete Check List			Completion Check *	Ordinance's to Comply With: Ordinance's & forms @ bethelheightsark.org	
NAME AND ADDRESS OF DEVELOPER(S)				Ordinance No. 169	Zoning
				Ordinance No. 77	Subdivision
NAME & ADDRESS OF ENGINEER AND SURVEYOR				Ordinance No. 128	Sewer System
SIZE AND SHAPE OF LOTS				Ordinance No. 160	Wastewater Fee
TOPOGRAPHY – U.S.G.S. DATUM				Ordinance No. 201	Stormwater
LEGAL DESCRIPTION				Ordinance No. 200	Grading, Erosion Control
ADJACENT LAND USES AND LAND OWNERS EXISTING ADJACENT DEVELOPMENTS				Codified Ordinance - Title Nine – Streets &	Sidewalks
LOCATION OF EXISTING UTILITIES					
EXISTING WATER COURSES AND FLOOD PLAINS, DRAINAGE CALCULATIONS PRE & POST DEVELOPMENT, IMPROVEMENTS FOR DEVELOPMENT, & AREAS SUBJECT TO FLOODING				All Improvements over <u>50 lots</u> or <u>5 acres</u> Must comply with Flood Damage Prevention	Include Base Flood Elevation Data
EXISTING AND / OR PROPOSED TREE COVER					
TYPES OF SOIL ACCORDING TO USDA					
15% WASTEWATER NEW CONSTRUCTION FEE DUE WITH PRELIMINARY PLAT APPROVAL					
LOCATION OF RAILROAD RIGHTS-OF-WAY OR OTHER PROPERTY OWNED BY UTILITIES					
BOUNDARY LINES AS DETERMINED BY AN ACCURATE FIELD SURVEY. LENGTH & BEARINGS SHALL BE SHOWN.					
DATE OF PREPARATION, SCALE (1"=200', 1"=50') & NORTH ARROW					
DIMENSIONS OF STREETS, ALLEYS, SIDEWALKS, UTILITY EASEMENTS, BLOCKS, LOTS, AND PARCEL LINES					
LOCATION & NAMES OF EXISTING OR PLATTED STREET EASEMENTS, UTILITIES, & BUILDINGS					
AREAS TO BE RETAINED AS PERMANENT OPEN SPACE					
LOTS OTHER THAN RESIDENTIAL USE PROPOSED					
BUILDING SET-BACK LINES					
MAP SHOWING EXISTING HIGHWAYS, STREETS, & CORPORATION LINES ADJOINING PROPOSED SUBDIVISION. LOCATION OF BORDERING STREETS					
PROPOSED RESTRICTIVE COVENANTS					
ENTITY FOR MAINTENANCE / OPERATION OF BUILDING, PARKS, OTHER COMMON USES OF RESIDENTS, METHOD OF SECURING FINANCING FOR MAINTENANCE & OPERATION					

PLANNING COMMISSION ACTION

DATE: _____

ACTION TAKEN: _____

CHECK IF ITEM IS COMPLETED, X IF PROBLEM EXISTS, COMMENTS ON ATTACHED SHEET