



CITY OF SEARCY PLANNING AND DEVELOPMENT

300 West Arch Avenue · Searcy, AR 72143 · (501) 279-1085 · (501) 207-5731 direct

SUBDIVISION PLAT PACKET

Thank you for your interest in helping to develop the City of Searcy. To have a Subdivision Plat approved, you must perform a number of steps. Subdivision Plats are required to be prepared and submitted in accordance with the procedures set forth in Chapter 2, Section 1 and Plat Specifications in Chapter 2, Section 2 of the City of Searcy Land Development and Subdivision Regulations.

The following is a brief summary of the steps that you will need to take to get a Subdivision Plat approved.

1. Contact the Planning Office to verify upcoming Planning Commission dates and to set up a Pre-Development meeting with the City Planner, City Engineer, and/or Technical Review Staff to review the potential Subdivision and all the procedures and requirements.
2. At the Pre-Development meeting, applicant may submit a Sketch Plat to convey the intentions of the subdivision as to the proposed layout and type of development.
3. Complete the application form contained herein for Plat Review – Type: Preliminary.
4. Return the application and payment to the Planning / Code Enforcement Office by the first of each month for consideration at the next month's Planning Commission meeting. Supporting Preliminary Plat documents required on the checklist herein shall be submitted 5 business days later.
5. Appear before Technical Review Staff on the third Wednesday of the month the application was turned in at 1:00 in the Planning / Code Enforcement Office to present and then receive comments on the Preliminary Plat from Staff.
6. Address any comments by Staff and turn in revised documents no later than 7 days prior to Planning Commission date.
7. Appear before Planning Commission to present the Preliminary Plat.
8. If approved by Planning Commission, securing the necessary permits from the appropriate authorities and installation of all required improvements may begin.
9. Once installation of all improvements have been completed, an application for Plat Review – Type: Final Plat may be submitted to the Planning / Code Enforcement Office by the first of each month for consideration at the next month's Planning Commission Meeting. Supporting Final Plat documents required on the checklist herein shall be submitted 5 business days later.

10. Appear before Technical Review Staff on the third Wednesday of the month the application was turned in at 1:00 in the Planning / Code Enforcement Office to present and then receive comments on the Final Plat from Staff.
11. Address any comments by Staff and turn in revised documents no later than 7 days prior to Planning Commission date.
12. Appear before Planning Commission to present the Final Plat.
13. If installation of all required improvements have been verified, approval of the Final Plat shall be indicated by the Commission Chair and the Secretary by signing the Certificate of Final Plat Approval. A minimum of 4 copies of the Final Plat are to be submitted.
14. Signed Final Plat shall be recorded with the County Clerk. 2 recorded copies are to be returned to the City, 1 to remain with the County Clerk, and 1 for the Owner/Developer.

Make sure that you or your representative is thoroughly familiar with these steps. If you encounter any problems whatsoever in this process, please feel free to contact the City Planner at the Planning / Code Enforcement Office.

CHECKLIST ITEMS FOR PRELIMINARY PLAT

Planning Commission Date: _____

Technical Review Meeting Date: _____

Items Required on the First of the Month:

- Application
- Fees Paid: \$15.00 per proposed lot in the phase to be developed in the preliminary plat

Items Required Five Business Days Later:

Provide two full size sets and a digital (PDF) set (digital copies may be sent via email) of the following:

- Letter of Intent / Transmittal.
- Name of proposed subdivision, graphic scale, and north arrow.
- Exact boundary of property with legal description giving acreage.
- Vicinity map locating streets and highways, section lines, railroads, schools, parks, and other significant features within one-half mile of the proposed subdivision.
- Proposed use of all land.
- Zoning, existing and proposed.
- Contour intervals to sea level datum of not more than two (2) feet when the slope is less than 4 percent (4%) and not more than five (5) feet when the slope is greater than four percent (4%), referenced to a United States Geological Survey or Coast and Geodetic Survey bench mark or monument.
- Natural features within and surrounding the proposed subdivision including drainage channels, bodies of water, wooded areas, and other significant features.
- Cultural features within and surrounding the proposed subdivision, including existing and platted streets, bridges, culverts, utility lines, pipe lines, power transmission lines, all easements, park areas, city and county lines, section lines and other significant information.
- Name of owners and names of recorded subdivisions abutting the proposed subdivision.
- Names of owners of unsubdivided property abutting the proposed subdivision.
- Proposed lot layout, including lot lines with dimensions, lot numbers, block numbers, street and alley lines with proposed street names, right of way widths.
- Lands to be dedicated for public use.
- Location and dimensions of all easements and right-of-way.
- Lot lines showing radii of curves, tangents, bearings, and dimensions,

- Building setback lines
- Existing and proposed covenants and restrictions or bills of assurances.
- Location, size, and profile of water and sewer lines with elevations on connections to existing lines
- Location of existing and proposed hydrants.
- Source of water supply
- Drains and drainage ways, and the location, size and construction of drainage ways and structures including typical cross sections and centerline profile of all drains and drainage ways.
- Typical cross sections of all streets.

Items Required Seven Days Prior to Planning Commission:

Provide two full size sets, ten (10) 11x17 sets, and a digital (PDF) and CAD (.dwg) set.

- All items required in the original submittal with any included revisions or modifications based on Staff comments during the Technical Review Meeting.

CHECKLIST ITEMS FOR FINAL PLAT

Planning Commission Date: _____

Technical Review Meeting Date: _____

Items Required on the First of the Month:

- Application

Items Required Five Business Days Later:

Provide two full size sets and a digital (PDF) set (digital copies may be sent via email) of the following:

- Letter of Intent / Transmittal.
- Name of proposed subdivision, graphic scale, and north arrow.
- Exact boundary of property with legal description giving acreage.
- Vicinity map locating streets and highways, section lines, railroads, schools, parks, and other significant features within one-half mile of the proposed subdivision.
- Proposed use of all land.
- Zoning, existing and proposed.
- Proposed lot layout, including lot lines with dimensions, lot numbers, block numbers, street and alley lines with proposed street names, right of way widths.
- Lands to be dedicated for public use.
- Location and descriptions of all monuments and stakes.
- Location and dimensions of all easements and right-of-way.
- Lot lines showing radii of curves, tangents, bearings, and dimensions,
- Building setback lines
- Existing and proposed covenants and restrictions or bills of assurances.
- Location, size, and profile of water and sewer lines with elevations on connections to existing lines
- Location of existing and proposed hydrants.
- Source of water supply
- Drains and drainage ways, and the location, size and construction of drainage ways and structures including typical cross sections and centerline profile of all drains and drainage ways.
- Typical cross sections of all streets.
- Certificates of approval of required improvements from City Engineer and letters from all utility companies, which have lines in the proposed subdivision stating the utilities

have been installed or that plans have been drawn up and said utilities will be installed as soon as possible.

Items Required Seven Days Prior to Planning Commission:

Provide four full size sets, ten (10) 11x17 sets, and a digital (PDF) and CAD (.dwg) set.

- All items required in the original submittal with any included revisions or modifications based on Staff comments during the Technical Review Meeting.



CITY OF SEARCY

REQUEST FOR PLANNING COMMISSION ACTION

Date: _____

Property Owner(s) Name: _____

Address of Property: _____

Phone Number: _____ Email: _____

Mailing Address: _____

**IF YOU ARE NOT THE PROPERTY OWNER,
PLEASE HAVE THE OWNER COMPLETE THIS SECTION OF THE APPLICATION.**

I am the property owner and hereby appoint _____
to act as my legal agent in pursuing the requested action.

Owner's Signature

Date

Applicant(s) Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

ACTION REQUESTED

RE-ZONE

FROM: _____ **TO:** _____

PLAT REVIEW

TYPE: _____

CONDITIONAL USE PERMIT

OTHER (PLEASE SPECIFY)

I have received a copy of the application packet and understand that all the items and number of copies required on the submittal checklist, along with the appropriate fee, must be submitted to the Planning office no later than the close of business on _____. I further understand that if the information required is not submitted on time, the case will not be placed on the Planning Commission agenda, that some of the requirements are mandated by State Law and cannot be altered, and that the Planning Commission will not grant waivers to the adopted procedure.

Printed Name

Signature

Initials & Date Accepted by Planning Dept. _____
