

## SUBDIVISION APPLICATION PROCESS

1. The owner or agent, authorized in writing by the owner, is required to file an application in the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; 371-4790. The following documents are to be submitted at the time of filing:
  - (a) Two (2) copies of the preliminary plat, **folded to legal size**, certified by a Registered Engineer, showing the legal description and acreage, the appropriate certificates and conforming to other requirements as indicated by Section 31.89 of the Subdivision Ordinance.
  - (b) A cover letter detailing the proposal, its purpose, and requesting desired variances.

Justification for variances from the Subdivision Ordinance must be included. Variances from sidewalk improvements and other ordinance requirements will not be granted unless a formal request with reasons and justification is submitted in writing.
  - (c) A copy of the proposed Bill of Assurance for the property.
  - (d) A completed checklist certifying that the required items are included.
2. Payment of a filing fee is required no later than the published docket closing date. Said fees are established by the City's adopted Fee Ordinance.
3. Proof of written notice given fifteen (15) days prior to the Public Hearing. A notice form for this purpose is to be obtained from the staff and a list of owners is to be obtained from a licensed abstractor. Notice is to be sent by registered or certified mail. (Return receipt not required.) Evidence of such notification, including the date of mailing, shall be presented to the staff six (6) days prior to the hearing.

Notice is to be provided in the following described manner:

Written notice to all owners of unplatted and all platted tracts adjacent to the proposed subdivision including across a street right-of-way.
4. Applicants or their agents are required to attend both the Subdivision Committee Meeting and the Public Hearing. The Subdivision Committee Meeting is usually held two weeks prior to the Public Hearing. However, the exact date should be confirmed with the staff.
5. All items for filing must be submitted no later than the published docket closing date. Incomplete or inadequate filings will not be placed on the agenda.
6. Staff advice on how to prepare an application does not constitute a recommendation of approval of an application. Staff recommendations are based on field inspections, plans for the area, reports from other departments, and other information.
7. Noncompliance with the above may cause your application to be deferred or withheld from further consideration. It is the applicant's responsibility to comply with the relevant regulations and instructions.
8. Please do not hesitate to contact staff if you have questions about the process. (371-4790)

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
PRELIMINARY PLAT CHECKLIST (page one)**

PROPOSED NAME OF SUBDIVISION: \_\_\_\_\_

TYPE OF SUBDIVISION: \_\_\_\_\_ DATE: \_\_\_\_\_

**A.**

PROVIDED & ACCEPTABLE	PROVIDED BUT INCOMPLETE	NOT PROVIDED	DOES NOT APPLY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLOT CHECKLIST**

1. Letter requesting preliminary plat approval.
2. Two (2) copies and one (1) digital copy of the preliminary plat.
3. Filing fee.
4. Notification completed. (Certified list of abutting property owners from abstract or title company; notice form with affidavit executed; & proof of mailing of notice to all abutting property owners furnished.)

**B. THE FOLLOWING ARE REQUIRED PURSUANT TO SEC. 31-63 OF THE CODE OF ORDINANCES:**

- |                          |                          |                          |                          |                                                                                                                |
|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Name/address of land owner with source of title. (Deed record book and page or instrument number required). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Name/address of subdivider.                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Linear feet of internal streets.                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Average size of lots/Minimum lot size.                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Number of lots.                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Applicable existing covenants, and the proposed covenants on the land.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Proposed open space.                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Proposed source of water supply.                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Proposed means of wastewater disposal.                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Request for variances, waivers, or deferrals. (Completion of "Variance/Waiver Request Form" required.)     |

**C. THE FOLLOWING IS REQUIRED PURSUANT TO SEC. 31-88 OF THE CODE OF ORDINANCES:**

- |                          |                          |                          |                          |                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Vicinity map, to scale. (Minimum scale to be 1:2000 feet; minimum area to be ½ mile radius.) |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------|

**D. THE FOLLOWING ARE REQUIRED PURSUANT TO SEC. 31-89 OF THE CODE OF ORDINANCES:**

- |                          |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Preliminary plat drawing, to scale, with north point indicated. (Maximum size for drawings: 24" x 36". Boundary lines are to be indicated by a heavy line. Adjusted bearings and distances are to be shown, with ties to corners of record. Record bearings and distances are to be shown, where applicable. Curve data is to include: radius, arc distance, delta angle and chord bearing, and distances. Locations and physical descriptions of all monuments -- indicating size, material, and type construction -- shall be shown.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. The date of survey.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Lot lines shown and dimensioned; streets, sidewalks, and easements shown; (Names of streets and street widths must be shown.)                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Front yard building setback lines shown on plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Contours shown at required intervals (2' intervals for grades less than 10%; 5' intervals for grades above 10%).                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Natural features shown (e.g.; drainage channels, bodies of water, wooded areas).                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Cultural features shown. (e.g.; streets, bridges, culverts, utility/power lines, pipelines, easements, parks, structures, and county lines, section lines).                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Limits of floodway and/or floodplain shown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Storm drainage analysis. (Data to be provided for all watercourses entering and leaving the plat boundary.)                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Preliminary storm drainage plan. (Typical ditch section required to be shown.)                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Names of recorded subdivisions abutting the plat area indicated. (Plat book and page or instrument number required to be shown.)                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. <input type="checkbox"/> Residential plats: show names of owners of all unplatted tracts abutting the plat area and names of owners of platted tracts in excess of 2½ acres.                                                                                                                                                                                                                                                                                                                                                            |
|                          |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> Commercial plats: show names of owners of all abutting lands.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                          |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> All plats: show names of all owners of any landlocked parcels within or abutting the plat.                                                                                                                                                                                                                                                                                                                                                                                                                         |

city

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
PRELIMINARY PLAT CHECKLIST(page two)**

- |                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PROVIDED &<br>ACCEPTABLE<br><br><input type="checkbox"/> PROVIDED BUT<br>INCOMPLETE<br><br><input type="checkbox"/> NOT PROVIDED<br><br><input type="checkbox"/> DOES NOT APPLY | <input type="checkbox"/> 29. Metes and bounds legal description of the tract boundary. (Provide acreage to nearest one-tenth of acre.)<br><input type="checkbox"/> 30. Zoning classification(s) within the plat boundary and of abutting areas shown.<br><input type="checkbox"/> 31. Municipal boundaries which pass through or abut the plat area shown.<br><input type="checkbox"/> 32. Phasing plan, if applicable, indicated.<br><input type="checkbox"/> 33. Location of proposed PAGIS monuments shown. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

E. THE FOLLOWING MAY BE REQUIRED PURSUANT TO SEC. 31-90 OF THE CODE OF ORDINANCES:

- |                                                                                                     |                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 34. Engineering analysis.<br>(Required where: a street grade variance is being requested; a portion of the plat may be floodprone, but the area is not covered by the FEMA maps; or, suspected soil conditions may affect the structural or operational aspects of the facilities.) |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

F. THE FOLLOWING IS REQUIRED PURSUANT TO SEC. 31-91 OF THE CODE OF ORDINANCES:

- |                                                                                                     |                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 35. Provision of: the "Certificate of Preliminary Surveying Accuracy"; the "Certificate of Preliminary Engineering Accuracy"; and the "Certificate of Preliminary Plat Approval". |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

G. THE FOLLOWING IS REQUIRED PURSUANT TO SEC. 31-93 OF THE CODE OF ORDINANCES:

- |                                                                                                     |                                |
|-----------------------------------------------------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 36. A draft Bill of Assurance. |
|-----------------------------------------------------------------------------------------------------|--------------------------------|

**INFORMATION SHEET FOR  
SUBDIVISION, PUD's, PD's, ZONING  
OR SUBDIVISION SITE PLAN REVIEWS**

ITEM NO. \_\_\_\_\_ DATE \_\_\_\_\_

FILE NO. \_\_\_\_\_

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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**DEVELOPER:** \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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**ENGINEER:** \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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AREA \_\_\_\_\_

NUMBER OF LOTS \_\_\_\_\_

FT. NEW STREET \_\_\_\_\_

ZONING \_\_\_\_\_

PROPOSED USES \_\_\_\_\_

PLANNING DISTRICT \_\_\_\_\_

CENSUS TRACT \_\_\_\_\_

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**VARIANCES REQUESTED**

- 1.)
- 2.)
- 3.)
- 4.)

### VARIANCE/WAIVER REQUEST FORM

Date Filed \_\_\_\_\_

Plat Name \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

File No. \_\_\_\_\_  
 Engineer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Variance(s) Requested:

- (1) \_\_\_\_\_  
 \_\_\_\_\_
- (2) \_\_\_\_\_  
 \_\_\_\_\_
- (3) \_\_\_\_\_  
 \_\_\_\_\_

Justification:

\_\_\_\_\_  
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 \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

PLANNING COMMISSION ACTION:

Approval ( ) Date \_\_\_\_\_  
 Denial ( ) Date \_\_\_\_\_  
 Basis for Decision: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BOARD OF DIRECTORS ACTION:

Approval ( ) Date \_\_\_\_\_  
 Denial ( ) Date \_\_\_\_\_  
 Basis for Decision: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ )  
 Name )  
 )  
 To: The Public )  
 )  
 )  
 )

BILL OF ASSURANCE

WHEREAS, \_\_\_\_\_  
 \_\_\_\_\_ are the sole owners of the following  
 described property \_\_\_\_\_

Addition to the City of Little Rock, Arkansas, and desire to replat said lots:

NOW, THEREFORE, WITNESSETH:

That we, the said \_\_\_\_\_, hereinafter  
 termed grantor(s), have caused said tract of land to be surveyed by \_\_\_\_\_  
 \_\_\_\_\_, Registered  
 Professional Engineer, and a plat thereof made which is identified by the title \_\_\_\_\_

\_\_\_\_\_ and the date \_\_\_\_\_ and by the signature of the said engineer and the  
 said grantor(s), and bears a Certificate of Approval executed by the Little Rock Planning Commission,  
 and is on record in the Office of the Circuit Clerk and ex-officio Recorder of Pulaski County, Arkansas,  
 in Plat Book \_\_\_\_\_ Page \_\_\_\_\_ and the grantor(s) do hereby make this Bill of  
 Assurance.

The grantor(s) do hereby certify that they have replatted said real estate in accordance with said  
 plat. The lands embraced in said plat shall be forever known as designed on said plat; and every deed of  
 conveyance for said property shall use this designation.

The filing of this Bill of Assurance and plat for record in the Office of the Circuit Clerk and ex-  
 officio Recorder of Pulaski County shall be a valid and complete delivery and dedication of the streets  
 and easements shown on the said plat.

All buildings constructed on said lots shall be constructed no nearer to the street than the  
 building line shown on the plat, and all buildings shall be constructed in conformance with the Building  
 Code and Zoning Ordinance of the City of Little Rock, Arkansas.

WITNESS, our hands this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
 \_\_\_\_\_



**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION  
ON AN APPLICATION TO  
SUBDIVIDE PROPERTY**

To ALL owners of land lying adjacent to (including across the street from) the boundary of the property located at:

\_\_\_\_\_  
(GENERAL LOCATION OF PROPERTY ON WHICH IS PROPOSED TO BE SUBDIVIDED)

\_\_\_\_\_  
(ADDRESS OF PROPERTY TO BE SUBDIVIDED, IF AVAILABLE)

Owned by: \_\_\_\_\_  
(NAME OF OWNER)

\_\_\_\_\_  
(ADDRESS OF OWNER)

Number of proposed lots: \_\_\_\_\_ ; Proposed use of property: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for the subdivision of the property cited above has been filed with the Department of Planning and Development. A public hearing to review a preliminary plat for this property will be held by the Little Rock Planning Commission on \_\_\_\_\_, at \_\_\_\_\_ P.M. in the Board of Directors Chamber, second floor, Little Rock City Hall, located at 500 W. Markham Street.

Note: The platting into lots and streets may involve a request for variances or waivers from the standards set forth in the Subdivision Regulations of the City of Little Rock.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at the above cited time and place, or any party in interest may notify the Planning Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development, located at 723 W. Markham St., phone, 371-4790, to review and discuss the application information with the Planning staff. Correspondence to the Planning Commission may be addressed to the Commission as a whole or to individual Commission members in care of the Little Rock Department of Planning and Development, 723 W. Markham St., Little Rock, AR 72201.

The City of Little Rock complies with all civil rights provisions of federal laws and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. The City of Little Rock does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, income status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, in admission or access to and treatment in the City’s programs and activities, as well as the city’s hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City’s nondiscrimination policies may be directed to the Title VI Coordinator, 500 West Markham Street, Little Rock, AR 72201, 501-371-4475.

This notice is available from the Title VI Coordinator in large print or recording. Free language assistance for those with Limited English Proficiency is available upon request.

La ciudad de Little Rock cumple con todas las disposiciones de derechos civiles de los estatutos federales y autoridades relacionadas que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal. La ciudad de Little Rock no discrimina por motivos de raza, color, credo, religión, sexo, origen nacional, edad, discapacidad, estado de ingresos, estado civil, orientación sexual, identidad de género, información genética, las opiniones políticas o afiliación, en la admisión o acceso y tratamiento en los programas y actividades de la ciudad, así como de contratación de empleados de la ciudad. Las quejas de supuesta discriminación y consultas sobre la política antidiscriminatoria de la ciudad pueden ser dirigidas a, Coordinador del Título VI, 500 West Markham Street, Little Rock, AR 72201, 501-371-4475.

**AFFIDAVIT**

I hereby certify that I have notified all the abutting property owners of record of the above property that subject property is being considered for subdivision and that a Public Hearing is to be held by the Little Rock Planning Commission at the time and place described above.

Applicant (Owner or Authorized Agent) \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)



AFFIDAVIT

I, \_\_\_\_\_ certify by my signature below that I hereby authorize \_\_\_\_\_ to act as my agent regarding the \_\_\_\_\_ of the below described property.

Property described

as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Title Holder

\_\_\_\_\_  
Date

Subscribed and sworn to me a Notary Public on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_