



## CITY OF BEEBE PLANNING AND DEVELOPMENT

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321 N ELM St · Beebe AR 72012 · (501) 882-8111 · (501) 288-0036 direct

### SUBDIVISION PLAT PACKET

Thank you for your interest in helping to develop the City of Beebe. 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 Article 5 and Plat Specifications in Article 6 of the City of Beebe Land Development and Subdivision Code.

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/ Code Enforcement Office to verify upcoming Planning Commission dates and to set up a Pre-Development meeting with the City 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 with the application.
5. Address any comments by Staff and turn in revised documents no later than 7 days prior to Planning Commission date.
6. Appear before Planning Commission to present the Preliminary Plat.
7. If approved by the City Council from a recommendation from Planning and Zoning, securing the necessary permits from the appropriate authorities and installation of all required improvements may begin.
8. 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 with the Final Plat.

10. Address any comments by Staff and turn in revised documents no later than 7 days prior to Planning Commission date.
11. Appear before Planning Commission to present the Final Plat.
12. If installation of all required improvements have been verified, the commission will then consider a recommendation to city council for final approval. If approved by City Council, the Chairman will then sign the Final Plat for recording. A minimum of 4 copies of the Final Plat are to be submitted.
13. After approval by the City Council, and before recording with the County Clerk, the subdivider and the City Council will enter in to an agreement with regards to city street improvements, reservation of lands for public use, and the dedication and acceptance of utilities and public improvements. Any such agreement between City Council and Subdivider or his or her agent shall require the passage of an ordinance approving and accepting dedication of the streets, utilities, and public improvements.
14. Signed Final Plat shall be recorded with the County Clerk. 1 recorded copy is to be returned to the City, 1 to remain with the County Clerk, and 2 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 Planning / Code Enforcement Office.

## CHECKLIST ITEMS FOR PRELIMINARY PLAT

Planning Commission Date: \_\_\_\_\_

### Items Required on the First of the Month:

- Application
- Fees Paid: \$300.00 plus \$4.00 per lot plat

### **Provide three 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.
- A Storm water management and drainage plan as described in Article 4 Section 5 of the Land Development and Subdivision Code.
- 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.

- Building setback lines
- Lot lines showing radii of curves, tangents, bearings, and dimensions,
  
- 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.
- All items required in the original submittal with any included revisions or modifications based on Staff comments during the Technical Review period.

# CHECKLIST ITEMS FOR FINAL PLAT

Planning Commission Date \_\_\_\_\_

## Items Required on the First of the Month:

- Application
- Fees paid: \$100.00

**Provide four full size copies and a digital (PDF) (digital copies may be sent via email) of the following:**

- Letter of Intent / Transmittal.
- Name of the Owner and developer
- 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.
- Certification that all taxes and fees have been paid;

- All items required in the original submittal with any included revisions or modifications based on Staff comments during the Technical Review Meeting.
- Certification by the surveyor or engineer who made the survey and prepared the final plat shall be placed on the plat as follows:
  - Know all men by these presents. That, \_\_\_\_\_ do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Land Subdivision and Development Code of the City.
  - DATE: \_\_\_\_\_
  - The surveyor's or engineer's seal affixed to the plat adjacent to the certification.
  - "As built" drawings of all street improvements, sidewalks, storm drainage facilities, sanitary sewer lines, water lines, and other utilities and public improvements shall accompany the final plat or be submitted to the Planning Commission after improvements are installed.
  - A letter of Approval from the Arkansas Dept. Health plans Review, for the design of all sanitary sewer and water main extension to be dedicated to the City of Beebe.
  - All compaction testing data required for the construction of new city streets.



# CITY OF BEEBE

## 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. \_\_\_\_\_

\_\_\_\_\_