

## RECORD PLAT APPROVAL GUIDE AND APPLICATION

### **APPLICATION CHECKLIST:**

1. A letter of application requesting review and record approval of the plat.
2. The record plat and other documents as specified in the Record Plat Requirement Checklist (**see reverse page**).
3. The Contractor who performs the work shall post a maintenance bond with the city covering any defects in materials and workmanship for the required improvements in the amount of fifty (50) percent of the total cost of those improvements, and stating that any and all defects in materials and workmanship shall be corrected by the contractor by the end of the bond period. Maintenance Bond(s) shall be in full force for not less than one (1) year from date of filing of Record Plat. Work performed under terms of the Bond shall be approved by the City. If the contractor is unable to post bond the developer shall post the required bond on behalf of the contractor.
4. Application fee plus engineering review fee.

### **PROCEDURE:**

1. The application must be filed at least 15 days prior to the meeting at which it is to be reviewed. Nine (9) complete sets of plans shall be included. The record plat of the proposed subdivision shall be submitted to the planning commission for record approval within 12 months of the date on which the preliminary plat was approved months after the preliminary plat approval.
2. If the subdivider requests permission to develop only a portion of the property for which the preliminary plat was approved, the planning commission may grant approval of a record plat for said portion alone.
3. The application will be reviewed by the city. Comments regarding any deficiencies with the plat will be provided to the developer.
4. The planning commission shall review the plat and approve or disapprove it within 45 days of said review. If disapproved, the applicant will be notified in writing within 10 days with a letter stating the reasons why.
5. Record approval of the record plat shall be indicated by the execution of a Certificate of Record Plat Approval.
6. Approval of the plat does not constitute acceptance of any dedications of infrastructure shown on a plat. Separate agreement on the acceptance of dedications with the city council must be made before the plat will be allowed to be recorded. See section 4.03.3 and 4.03.4 regarding the acceptance of public dedications and the recording of the record plat.

City of Walnut Ridge  
300 W. Main St.  
Walnut Ridge, AR 72476  
PHONE: (870) 886-6638

## **RECORD PLAT REQUIREMENT CHECKLIST**

- The name of the owner and developer
- Names of the registered land surveyor and engineer making the survey and preparing the plat
- The name of the subdivision and adjacent subdivisions
- The names of all streets
- The identifying numbers of lots and blocks in accordance with a systematic numbering system and arrangement
- North point, date, scale, and acreage being subdivided
  
- An accurate boundary survey of the property with bearings and distances referenced to survey lines and established subdivisions, with complete and accurate field notes of said boundaries. The lines, with dimensions of all adjacent land, streets, alleys, and easements and adjacent subdivisions shall be shown in dashed lines
- Location of lots, streets, alleys, easements, building setback lines (both front and side streets) and other features shall be shown with dimensions
- All necessary dimensions including linear, angular, and curvilinear dimensions shall be shown in feet and decimals of a foot. The angular dimension shall be shown by true bearings in degrees, minutes, and seconds. The length of all straight lines, deflection angles, radii, tangents, central angles or curves, and chords and arcs of curves shall be shown. All curve information shall be shown for the center line of the street based on arc dimensions. Dimensions shall be shown from all angle points of curve of lot lines. All lots on curves shall be shown with curve length dimensions based on arc dimensions.
- The locations of all survey monuments shall be shown on the plat including all lot markers
- Certification that all taxes and fees have been paid
  
- "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 record plat or be submitted to the Planning Commission as soon as possible after improvements are installed
- Copy of Bill of Assurance. Such document shall incorporate the same provisions as those filed with the construction plat, including but not necessarily limited to the following: offering dedications of streets and alleys, parks and other public lands; establishing easements, setting forth privileges and conditions pertaining thereto, and setting forth the restrictions and covenants of the subdivision; setting forth procedures by which amendments to the Bill of Assurance can be made. Said Bill of Assurance shall contain reference to the approval of the record plat.
- Drainage improvements with points of entry and exit for the development and including the federally designated flood hazard areas for the subdivision
- Each record plat submitted to the Planning Commission shall carry the following certifications: Certificate of Owner, Certificate of Engineering Accuracy, Certificate of Surveying Accuracy, Certificate of Record Approval, and Certificate of Acceptance of Public Dedication and Filing of Plat Authorized by Action of City Council

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# RECORD PLAT APPLICATION

Property Owner  
Name/Signature: \_\_\_\_\_

Spouse  
Name/Signature: \_\_\_\_\_

Property Address: \_\_\_\_\_

Development Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning: \_\_\_\_\_

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name	Address	City	State	Phone No.
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_____	_____
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Property Owner Mailing Address	City	State	Zip
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Phone: \_\_\_\_\_