



Case # _____

CITY OF HOT SPRINGS

LOT SPLIT / LOT LINE ADJUSTMENT APPLICATION

Project Name: _____

Address/Location of Property: _____

Parcel ID# _____ **Zoning Classification:** _____ **District:** _____

Proposed project description: _____

<u>Applicant/Agent</u>	<u>Property Owner (If different)</u>
Name: _____	Name: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

APPLICANT AND PROPERTY OWNER CERTIFICATION: I (We), the undersigned, hereby certify that I(we) are the owner(s) of the property for which this application is being made and I(we) concur with the applicant's request as described herein. Approval of a Lot Split or Lot Line Adjustment neither implies suitability of the tracts for development nor potential approval of future improvement or construction activity. Construction activity in the State of Arkansas is regulated in part by the Arkansas Fire Prevention Code and approval of any Lot split or Lot Line Adjustment does not presume to grant authority for any violation of said code or any applicable technical codes and specifications, whether or not submitted for staff review or Planning Commission approval. Contact your local Fire Code Official prior to planning any construction activity.

_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
Date: _____	Date: _____

SEE REVERSE SIDE FOR SUBMISSION REQUIREMENTS

Planning Department receipt of a complete submittal is essential. Incomplete application submittals will not be scheduled for further review or for a hearing.

Planning Office Use Only

Final Plat Review Fee: \$350.00 + \$5.00 per lot = _____ Date Paid: _____ Rec'd by: _____

DRC Meeting _____ Planning Commission Meeting _____

It is our goal to assist you in making your project a success in a timely manner. Please call if you have any questions or need assistance from the City of Hot Springs Planning Department, 133 Convention Blvd., Hot Springs, AR 71901 (501-321-6650).

√	HSC 16-4-46 LOT SPLIT / INCIDENTAL SUBMISSION REQUIREMENTS
	Number of copies, sheet sizes and formats as prescribed by the planning director including electronic copies
	Cover sheet with name, address and contact telephone number for owner, developer, engineer and surveyor
	Key page indexing multi-sheet plats and plans
	The name and type of the subdivision on each plat or plan sheet.
	Date prepared, north arrow, numerical and graphic scale on each sheet
	Vicinity map, covering a minimum radius of one-half mile of the proposed site, illustrating general location of arterial streets and highways, section lines, railroads, schools, park and other significant community facilities
	Minimum building setback lines with dimensions
	Lot and block number on each lot
	Tabulation by lot and/or tract showing total lot area in square feet and width at front setback line
	Location of the tract by legal description giving acreage to the nearest one-tenth of an acre
	Easements, buffer strips and public service utility rights-of-way giving dimensions, locations and purposes of each
	Boundary information of the tract shall be as required by HSC 16-4-46
	Location of any portion of property with the flood-way or the one hundred year flood plain, based upon the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) provided for and adopted by the city or county.
	Any area or lot which may be prone to flooding shall have the lowest allowable finished floor elevation indicated on the final plat. This elevation shall be compared to the one in one hundred year flood elevation shown on the flood insurance study or, if not available, any other applicable study in which the one in one hundred year flood elevation is depicted. The minimum finished floor elevation shown on the plat shall be at least two feet above the water level of the 100 year flood.
	Street centerline shall be shown with the following information provided: a. Bearings and distances along all line segments b. Curve data for all curves indicating the following: 1. Radius 2. Arc Length 3. Delta Angle 4. Chord bearing and distance
	Certification boxes duly executed as required by this code including license number registration of all professionals
	A copy of the bill of assurance, if any, for the subdivision generally describing covenants, restrictions and conditions applicable to a property. (A draft copy shall be submitted for review at the time of preliminary plat review and a final copy suitable for recording with the final plat.)
	Streets and alleys within and abutting the subdivision, with street names indicated
	Copies of all survey calculations and field notes shall be submitted for review, when requested. When errors are suspected, the planning commission may cause a surveyor to check the final plat for correctness at the applicant's expense.