

City of Farmington  
Application and Checklist  
Preliminary Plat

Please fill out this form completely, supply all necessary information to support your request. Your application will not be placed on the agenda for Technical Plat Review or Planning Commission until all information is furnished.

Applicant: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Representative: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Indicate where correspondence should be sent (circle one): Applicant – Representative -- Owner

**Fee:** A non-refundable review fee of **\$2,000** is required at the time the application is accepted. *In the event engineering review fees and costs exceed \$2,000, the owners and/or developers shall reimburse the City of Farmington for all additional expenses incurred prior to review by the Farmington Planning Commission. In the event the Farmington Planning Commission requires modifications to the subdivision plat and additional engineering fees and costs are incurred, the owners and/or developers shall reimburse the City of Farmington before the plat is resubmitted to the Farmington Planning Commission.*

*For office use only:*

**Fee paid \$** \_\_\_\_\_ **Date** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

Describe Proposed Property In Detail (Attach additional pages if necessary)

Property Description

Site Address -- \_\_\_\_\_

Current Zoning -- \_\_\_\_\_

Attach legal description

Financial Interests

The following entities or people have a financial interest in this project:

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

*Applicant/Representative: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City of Farmington may not approve my application or may set conditions on approval.*

\_\_\_\_\_  
Date \_\_\_\_\_  
*Applicant Signature*

*Property Owner/Authorized Agent: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his behalf.)*

\_\_\_\_\_  
Date \_\_\_\_\_  
*Owner/Agent Signature*

1. Completed application form which includes; name and address of person preparing application, name and address of property owner, including written, notarized documentation to verify that the applicant has permission to locate on property, zoning district, size of property, postal address and tax parcel number.			
2. A descriptive statement of the objective(s) for the new facility or material modification and the need for the type of facility and/or capacity requirements.			
3. Five (5) copies of the site plan folded to a size of no greater than 10" X 10 ½ ". Email site plan digitally to City Business Manager.			
4. For Resubmission Fifteen (15) copies of the site plan folded to a size of no greater than 10" X 10 ½ ". 5. List of adjacent property owners and copy of notification letter sent			
6. White receipts from the post office and green cards from registered letters (at least 7 days prior to the meeting). 7. Proof of publication of public hearing notice should be published a minimum of 15 days prior to planning commission meeting (proof must be provided at least 7 days prior to the meeting).			
The Following Shall Appear on the Site Plan:			
1. Names, addresses and telephone numbers of the record owners, applicant, surveyor, architect, engineer and person preparing the plat.			
2. Names, addresses and property lines and zoning of all property owners adjacent to the exterior boundaries of the project including across streets and rights of way shall be located at the general location of their property. 3. North arrow, graphic scale, acreage, date of preparation, zoning classification and proposed use.			
4. Complete and accurate legend. 5. Title block located in the lower right-hand corner indicating the name and type of project, scale, firm or individual preparing drawings, date and revision.			
6. Note regarding wetlands determination, if any. Note if Army Corps of Engineers determination is in progress.			
7. Written legal description. (If the project is in more than one tract the legal for each individual tract must be provided.) 8. P.O.8. from a permanent well-defined reference point, P.O.8. must be clearly labeled.			
9. Clear representation of the FEMA Designated 100-year Floodplain and or Floodway and base flood elevations. Reference the FIRM panel number and effective date and the Corps of Engineers Flood Hazard Study.			
10. Status of regulatory permits: a. NPDES Storm water Permit b. 404 Permit c. Other			

11. Provide a benchmark, clearly defined with a precision of 1/100th of a foot. This benchmark must be tied to NAVO 88 datum; Benchmarks include but are not limited to, the following fire hydrant, manhole rim, drainage structure abutment, etc.			
12. Spot elevations at grade breaks along the flow line of drainage swales.			
13. A general vicinity map of the project at a scale of 1" = 2000'			
14. The location of all existing structures. Dimensions of buildings and setbacks from the building to property lines.			
15. Street right-of-way lines clearly labeled. The drawing shall depict any future ROW needs as determined by the AHTD and/or Master Street Plan. Future ROW as well as existing ROW and center lines should be shown and dimensioned.			
16. Existing topographic information with source of the information noted. Show: <ul style="list-style-type: none"> <li>a. . Two-foot contour for ground slope between level and ten percent.</li> <li>b. Four-foot contour interval for ground slope exceeding 10%</li> </ul>			
17. Preliminary grading plan.			
<b>Existing Utilities and Drainage Improvements (Copy of the Drainage Criteria Manual can be obtained from the City of Farmington)</b>			
1. Show all known on-site and off-site existing utilities, drainage improvements and easements (dimensioned) and provide the structures, locations, types and condition and note them as "existing" on the plat.			
2. Existing easements shall show the name of the easement holder, purpose of the easement, and book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect should be placed on the plan.			
<b>Proposed Utilities</b>			
1. Regarding all proposed storm sewer structures and drainage structures: <ul style="list-style-type: none"> <li>a. Provide structure, location and types.</li> <li>b. Provide pipe types and sizes.</li> </ul>			
2. Regarding all proposed sanitary sewer systems <ul style="list-style-type: none"> <li>a. Provide pipe locations, sizes and types.</li> <li>b. Manhole locations.</li> </ul>			
3. Note the occurrence of any previous sanitary sewer overflow problems on-site or in the proximity of the site			
4. If a septic system is to be utilized, note that on the plat. Show the location and test data for all percolation tests.			
5. Regarding all proposed water systems on or near the site: <ul style="list-style-type: none"> <li>a. Provide pipe locations, sizes and types.</li> <li>b. Note the static pressure and flow of the nearest hydrant.</li> <li>c. Show the location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.</li> </ul>			

<p>6. All proposed underground or surface utility lines if determined: (this category includes but is not limited to telephone, electrical, natural gas and cable.)</p> <ul style="list-style-type: none"> <li>a. Locations of all related structures.</li> <li>b. Locations of all lines above and below ground.</li> <li>c. A note shall be placed where the streets will be placed under the existing overhead facilities and the approximate change in the grade for the proposed street.</li> </ul>			
<p>7. The width, approximate locations and purposes of all proposed easements or rights-of-way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.</p>			
<b>Proposed and Existing Streets, Rights-of -way and Easements</b>			
<p>1. The location, widths and names (avoid using first names of people for new streets) of all existing, and proposed streets, allies, paths and other rights-of-way, whether public or private within and adjacent to the project; private easements within and adjacent to the project; and the centerline curve data; and all curb return radii. Private streets shall be clearly identified and named.</p>			
<p>2. A layout of adjoining property sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots and off-site easements. This information can be obtained from the Master Street Plan.</p>			
<p>3. The location of all existing and proposed streetlights (at every intersection, cul-de-sac and every 300 feet, and associated easements to serve each light.)</p>			
<b>Site Specific Information</b>			
<p>1. Provide a note describing any off-site improvements.</p>			
<p>2. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments and underground structures within the project</p>			
<p>3. The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased.)</p>			
<p>4. The location of all known potentially dangerous areas including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.)</p>			
<p>5. The boundaries, acreage and use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.</p>			
<p>6. For large scale residential development, indicate the use and list in a table the number of units and bedrooms.</p>			

7. For non-residential use, indicate the gross floor area and if for multiple uses, the floor area devoted to each type of use. (for large scale only.			
8. The location and size of existing and proposed signs, if any.			
9. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.			
10. Location, size, surfacing, landscaping and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided and handicapped accessible parking spaces. (Large Scale Developments only.)			
11. Location of buffer strips, fences or screen walls, where required (check the zoning ordinance).			
12. Location of existing and purposed sidewalks.			
13. Finished floor elevation of existing and purposed structures.			
14. Indicate location and type of garbage service (Large Scale Developments only.) Dimension turnaround area at dumpster location.			
15. A description of commonly held areas, if applicable.			
16. Draft of covenants, conditions and restrictions, if any.			
17. Draft POA agreements, if any.			
18. A written description of requested variances and waivers from any city requirements.			
19. Show required building setbacks for large scale developments. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.			
20. Preliminary drainage plan as required by the consulting engineer.			

\* All applicants submitting preliminary plats and Large-Scale Developments before the Farmington Planning Commission shall provide written notice of the time and place of the regular or special meetings to the owners of all real property adjacent to the project. The notice shall include the name and address of the applicant, location of the project, and the time and place of the scheduled meeting. Notices shall be sent by certified mail, return receipt requested, to the last known address shown on the most recent tax records at the Washington County Tax Collector's Office. (A sample notification and affidavit are attached.) Applicants must submit a verified affidavit attesting to the delivery of the notice to all owners of real property adjacent to the project, a copy of the notice to each property owner, and copies of receipts evidencing pre-paid postage for each notice. The affidavit and supporting documents referred to above must be submitted seven (7) days prior to the regular or special meetings of the planning commission.

**NOTICE OF PUBLIC HEARING**

A petition for Preliminary Plat for the property as described below has been filed with the City of Farmington on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*PLACE LEGAL DESCRIPTION OF PROPERTY HERE*

A public hearing to consider this Preliminary Plat will be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at six o'clock p.m. at Farmington City Hall, 354 West Main, Farmington, Arkansas. All interested persons are invited to attend.

*Proof of publication of public hearing notice, must be published a minimum of 10 days prior to the Planning Commission meeting (proof must be provided at least 7 days prior to the meeting).*

**NOTICE OF PUBLIC HEARING BEFORE  
THE FARMINGTON PLANNING COMMISSION  
ON AN APPLICATION FOR PRELIMINARY PLAT**

**To All Owners** of land lying adjacent to the property at:

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Location

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Owned by

NOTICE IS HEREBY GIVEN THAT an application has been filed for PRELIMINARY PLAT of the above property .

A public hearing on said application will be held by the Farmington Planning Commission at Farmington City Hall, 354 W. Main St. on \_\_\_\_\_ at 6:00 p.m.

All parties interested in this matter may appear and be heard at said time and place; or 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 City Business Manager at City Hall, 354 W. Main, 479-267-3865.