

MAJOR SUBDIVISION  
**PRELIMINARY PLAT APPLICATION**

(Revision Date: 4/29/24)

**Date of Application:** \_\_\_\_\_ **Pre-Application Conference Date:** \_\_\_\_\_

**Plat Name:** \_\_\_\_\_

**Street Address (if known):** \_\_\_\_\_

**Existing Zoning District:** \_\_\_\_\_ **Proposed Zoning District:** \_\_\_\_\_

**Firm Submitting Plat:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Purpose of Plat:** \_\_\_\_\_

**Required with Plat Submittal for Review:**

\$200 + \$4 per lot; \$600 maximum

Completed Application

PDF of Plat Document

Preliminary Development Plan

Agent Authorization Form (signed by owner)

<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

**Required Plat Information Checklist:**

- |  |                             |  |
|--|-----------------------------|--|
| 1. Plat formatted to 18" x 24", 22" X 34" or 24" x 36" sheet(s)  | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 2. Name of subdivision/plat name   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 3. Subject plat existing and proposed zoning classification(s)   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 4. Name and contact information of plat preparer   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 5. Name and contact information of land owner(s)   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 6. Date of drawing with drawing and revision dates   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 7. Vicinity/location map   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 8. Scale (1"= 100' maximum) and north arrow  | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 9. Proposed lots comply with zoning lot dimension (length/width) requirements  | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 10. Proposed lots comply with zoning area (sq. ft./acres) requirements   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 12. Proposed lots comply with minimum street frontage requirements   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 11. Proposed lots comply with minimum setback requirements   | <input type="checkbox"/> No | <input type="checkbox"/> Yes                             |
| 13. If multifamily or commercial, <i>and</i> adjacent to single family residential zoning and/or residential use, rear and side setbacks comply with [enhanced] requirements | <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> NA |

- |     |   |                             |                              |                             |
|-----|---|-----------------------------|------------------------------|-----------------------------|
| 14. | Existing signs conform to applicable zoning, setback and location criteria  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 15. | Property/subdivision restrictive covenants allow proposed platting/re-platting  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 16. | Legal description, including metes and bounds (bearings and distances) and/or verbal description (previous subdivision/lot/block names) as applicable   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 17. | Original lot configuration shown with dashed lines, if replatting existing lots   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 18. | Adjoining subdivisions/lots/streets/alleys/easements, adjacent zoning and land use  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 19. | Proposed streets (ROW) and alleys, including dimensions and centerline radii  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 20. | As applicable, existing and proposed street names   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 21. | Proposed subdivision acreage (gross acres, and individual lot areas in square feet)   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 22. | Location and type of all existing public and private easements - reference document number (book and page) for easements recorded by separate instrument. <u>If no title search is performed, preparer must include disclaimer stating same</u> | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 23. | Existing sanitary sewer, water lines, fire hydrants, and franchise utilities as applicable  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 24. | Existing streams, waterways, drainage structures and associated facilities  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 25. | Depict existing buildings, pavements, drives, signs and other structures, indicating if to be removed or to remain  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 26. | Clearly depict proposed limits and phase numbers  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 27. | Existing topography in one- or two-foot intervals, and source of topographic information  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 28. | Flood Hazard Zones, with specific reference to applicable FEMA/FIRM map (including minimum Finished Floor Elevations based on NAVD 88, where applicable)  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 29. | Location and type of proposed easements throughout  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 30. | Proposed sanitary sewer and water lines with preliminary sizes (including hydrant locations)  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 31. | Proposed drainage ways, drainage structures, stormwater detention areas and associated facilities   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 32. | Proposed buildings and other development features where applicable on commercial, industrial, and multi-family developments   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |

**Important Submittal Instructions:**

Email a PDF of the proposed plat and completed application to: [planning@fortsmithar.gov](mailto:planning@fortsmithar.gov)

To pay the application fee with a credit card, contact the Planning Department at (479)784-2216

**OR**

Pay by check payable to City of Fort Smith (via USPS or hand-delivery)