

**MINOR SUBDIVISION  
FINAL PLAT APPLICATION**  
(Revision Date: 3/15/2024)

**Date of Application:** \_\_\_\_\_

**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:** \_\_\_\_\_

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**Required with Plat Submittal for Review:**

- |                       |                             |                              |
|-----------------------|-----------------------------|------------------------------|
| \$125 Review Fee      | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Completed Application | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| PDF of Plat Document  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

**Required Information on Plat:**

- |  |                             |                              |                             |
|--|-----------------------------|------------------------------|-----------------------------|
| 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   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 3. Names and contact information of plat preparer (consulting engineer/land surveyor)      | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 4. Surveyor seal (seal and signature required on final plat to be filed)                   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 5. Signature block for allotter/owner(s) including line for printed name and title         | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 6. Signature block for planning commission approval, and adequate area for recording stamp | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 7. Standard Right-Of-Way and Easement Dedication Statement (see bottom p. 2)               | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 8. Location map, if necessary/appropriate to locate property being platted                 | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 9. Scale (1"= 100' maximum) and north arrow  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 10. Proposed lots comply with zoning lot dimension (length/width) requirements             | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 11. Proposed lots comply with zoning area (sq. ft./acres) requirements                     | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 12. Proposed lots comply with minimum setback requirements                                 | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |

- |     |   |                             |                              |                             |
|-----|---|-----------------------------|------------------------------|-----------------------------|
| 13. | Proposed lots comply with minimum street frontage requirements  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 14. | 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 |
| 15. | Existing signs conform to applicable zoning, setback and location criteria  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 16. | Property/subdivision restrictive covenants allow proposed platting/re-platting  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 17. | 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 |                             |
| 18. | Minimum two (2) boundary reference ties (Northings and Eastings, based on State Plane Coordinates – NAD 83) sufficient to locate the platted boundary or boundaries   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 19. | Adjoining subdivisions/lots/streets/alleys/easements  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 20. | Subdivision area (gross acres and individual lot areas in square feet)  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 21. | Original lot configuration shown with dashed lines, if replatting existing lots   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 22. | Location and dimensions of proposed streets (ROW), alleys, easements, and lot lines   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 23. | Existing and proposed street names, lot and block numbers   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |                             |
| 24. | Location and type of all existing public and private easements - reference document number 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 |                             |
| 25. | Existing sewer, fire hydrants, water lines, and franchise utilities if applicable   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 26. | Existing buildings, pavements, drives, and drainage features if applicable  | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |
| 27. | 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 |
| 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 |

**Standard Right-of-Way and Easement Dedication Statement:**

The right-of-way as shown on this plat is hereby dedicated to the City of Fort Smith (City) for public use. The easements shown on this plat are hereby dedicated to the City for utility, drainage, access, and other purposes. Any easement designated as a utility easement is dedicated to the City for the installation, operation and maintenance of City-owned utilities and utilities including cable TV, operated by utility companies having a franchise agreement with the City. The City and City franchised utility companies shall have access through and along designated easements for their personnel and equipment at all times with the authority to cut down and keep trimmed from the dedicated easements trees, hedges and shrubs that may interfere with or endanger such utilities. In the event that fencing of individual lots is desired, gates that provide free ingress and egress to, and within the dedicated easement shall be provided.

**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)