

**CITY OF FORT SMITH, ARKANSAS  
MINOR SUBDIVISION PLAT  
APPLICATION**

**Please fill out this form completely and submit all required information and documentation to support your request.**

**A. Contact and General Information**

Name of Firm Submitting Plat:

Contact Person:

Mailing Address:

Phone Number:

Fax Number:

E-mail Address:

Explain Purpose of Plat:

**B. Required Plat Information Checklist**

**Note: If a checklist item does not apply to your plat, mark the item as not applicable and attach an explanation to the checklist.**

1. Plat printed on 18" x 24", 22" X 34" or 24" x 36" sheets
2. Name of subdivision
3. Name and addresses of owners, developers, engineers, and surveyors
4. Signature blocks for allotters, planning commission approvals, and recording

**Required Plat Information**

5. Surveyor's name, seal, and signature
6. Standard right-of-way easement dedication (See Item E for language)

7. Vicinity Map at a scale of not less than 1" = 500'
8. Date, scale (1" = 100' maximum), and north arrow
9. Current and proposed zoning designations
10. Legal description of property (plats shall include all contiguous land under the same ownership) including boundary dimensions sufficient to accurately locate the property
11. Adjoining subdivisions/lots/streets/alleys/easements
12. Subdivision acreage
13. Original lot configuration shown with dashed lines when replatting existing lots
14. Bearings, distances, and curve data for streets, alleys, easements, lot lines, and Right-of-way widths
15. A minimum of two geo-reference points with X/Y coordinates tied to the State Plane Coordinate System
16. Flood boundaries as identified on the official Flood Insurance Rate Map (FIRM)
17. Minimum floor elevations where applicable.
18. Location and dimensions of proposed streets, alleys, easements, and lot lines
19. Street names, lots and block numbers
20. Location and type of all existing public and private easements - reference document number for easements recorded by separate instrument
21. Existing sewer, fire hydrants, water lines, and franchise utilities
22. Existing buildings, pavements, drives, and drainage features
23. Proposed buildings and other development features where applicable on commercial, industrial, and multi-family developments.
24. Application Fee - \$125.00.

### **C. Submission Instructions**


Submit checklist with five copies of the plat folded and submitted to:

Fort Smith Planning Department  
623 Garrison Avenue; Room 331  
Fort Smith, AR 72901

or  
Fort Smith Planning Department  
P. O. Box 1908  
Fort Smith, AR 72902

### **D. Additional Information**

If you have questions about the plat checklist, contact the Fort Smith Planning Department at 479-784-2216.



**E. Standard Right-of-Way 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.

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***FOR STAFF USE ONLY***

*Date Application Submitted:*

*Application Fee Submitted:*

NOTE: Applications can be submitted Online with Internet Explorer. If another browser is being used, the user will have to follow the instructions for electronic submission via email.

INSTRUCTIONS: To SUBMIT ELECTRONICALLY, please right click on download link and click save-as. Once the application has been downloaded to your device it can be filled out and submitted electronically.

**PLANNING COMMISSION & BOARD OF  
ZONING ADJUSTMENT meetings  
are held at the Blue Lion, 101 N. 2nd Street at 5:30 P.M.**