

Benton County Development Department
Planning Division
 1204 SW 14th Street, Suite 6
 Bentonville, AR 72712
 (479) 464-6166
<http://www.bentoncountyar.gov>



Date Stamp

MINOR SUB-DIVISION APPLICATION

Minor subdivision is the division of land up to five (5) parcels each having a minimum parcel size of one (1) acre. The special rules and regulations regarding the minor subdivision process are intended to create a procedure allowing smaller subdivision and family splits to bypass the formal procedures set forth in the major subdivision regulations. See §5.4 of the Planning & Development Regulations of Benton County,

INSTRUCTIONS FOR APPLICANT:

Please review Minor Sub-Division Regulations prior to application submission (Chapter §5.4).

Application checklist				
	Item	Provided (Yes/No)	Date Provided	Staff Initial
1.	Completed application with notarized original signatures			
2.	Fee- \$200.00 Plus \$50 per new Lot or Tract			
3.	Initial submission: Site Survey: 4 originals, no greater than 18"x24", 1 copy 11"x17" *Quantity and size of survey to be confirmed with Staff			
4.	Submit approval from Health Department			
5.	Electronic versions of all materials, drawings and completed application form			
6.	Any additional materials as needed by Staff			

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Authorization to process: County planning staff is to ensure an efficient site plan review process and to verify fees and completeness of application. This application is incomplete until a Planner signs below.

 Name of Planning staff

 Date of Acceptance

PROPERTY OWNER/APPLICANT INFORMATION

Provide in full the name of the registered owner and applicant (if different than the owner) contact details. If the registered owner is a numbered company, provide the name of the principals of the company. If there is more than one owner, each owner shall copy this page, complete in full and submit with this application.

Written authorization from the legal property owner is required at the time of application or the documents will not be accepted.

Note: All communication will be maintained with the Applicant unless otherwise requested by the owner in writing.

1. Property Owner

Name: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Postal Code: _____

Fax: _____

2. Applicant (if other than property owner)

Name: _____

Contact Person: _____

Address: _____

City: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

NOTARIZED OWNER CERTIFICATION

If the applicant is not the registered owner of the land that is subject of this application, the written authorization of the registered owner that the applicant is authorized to make the application must be included with this application form and the authorization below must be completed.

I (We), _____,
(owner of the subject land, address or parcel No.)

hereby authorize and instruct _____
(applicant)

to submit an application to the Benton County Development Department. This shall be my (our) good and sufficient authority to act on my (our) behalf and to negotiate or bond on my behalf.

Note: if the owner is a corporation, affix seal (if any)

PERMISSION TO ENTER THE SUBJECT PROPERTY

I hereby authorize the Planning Board and/or staff of Benton County, Arkansas to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands that may be required as a condition of approval. This is their authority for doing so.

Subject lands: _____

I confirm that the information contained in this application and accompanying documents is accurate to the best of my knowledge.

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, and permits at the State or Federal levels.

(Property Owner Signature) Date

Note: if the owner is a corporation, affix seal (if any)

State of Arkansas

County of _____

Subscribed and sworn to before me this _____ day of _____ 201__.

NOTARY PUBLIC

My Commission expires

DESCRIPTION OF SUBJECT PROPERTY

a. **Address:** _____
 (If none currently, contact 911 Administration)

b. **Assessor's Parcel Number (s):** _____

c. **Site Area (acres/ square feet):** _____

d. **Area of Development (acres/ square feet):** _____

e. **Existing Land Use:** _____

f. **Proposed Development & Use:** _____

g. Types of Uses

	Existing	Proposed
Residential		
Non- residential		
Other - Describe		

Created Tract	Name of Owner After Split	Tract Acreage	Total Tract Frontage (Min 120 ft.)
Tract 1			
Tract 2			
Tract 3			
Tract 4			
Tract 5			

h. Access to Subject Lands: Check all that apply

- County Road, Name _____ Highway, Name _____
 Private easement, Describe _____

i. Water, Sanitary Sewage and Storm Drainage: Check all that apply

Water- Indicate the source of water on-site

- Public/Semi Public Private/Semi Private well

Sanitary- Indicate the type of sewage disposal facility: Check all that apply

- Publicly owned and operated sanitary sewage system
 Privately owned and operated individual septic system
 Other

Have you received approval from Heath Department?

- Yes No Future Approval Date

Storm Drainage- Indicate how storm drainage will be provided on-site: (§10, Appendix D)

- Ditches Swales Retention pond
 Detention pond Bio retention pond
 Low Impact Development options (Appendix B) Other

WAIVER AND MODIFICATIONS/ VARIANCE REQUEST

In accordance with Chapter 2, § 2.9 of the 'Planning and Development Regulations of Benton County',

Waivers and modifications are applicable to non-dimensional provisions of this Ordinance which, by the scrutiny of the Board and which may be informed by supporting evidence by staff or other experts, can be prudently and judiciously modified or waived to the extent reasonable and necessary to provide relief to the applicant as part of their development request.

Variations: Variations are relief to a dimensional provision of this Ordinance by an affirmative vote of two-thirds (2/3) of the vote of the total membership of the Planning Board.

Confirm with Staff specified language for Request

Please specify the provision of the regulations where relief is sought and a justification for the request.

Owner/Applicant/Authorized Agent

___/___/___
Date

***Note that there is an additional \$75.00 fee for each waiver and or variance request.**

Appendix A§5.4.4 MINIMUM INFORMATION TO BE INCLUDED ON A MINOR SUBDIVISION PLAT

The following information is required on a Plat showing a minor subdivision:

1. **Size:** The plat shall be of sufficient size to clearly include and read all plan elements. No plan shall be smaller than 11" x 17," nor larger than 18" x 24".
2. **Administrative Elements:** Plans shall include a north arrow, scale, legend, title block with project name, applicant/owner information, designer information, date and version number, address and map number of site; and an endorsement stamp for the Planning Board which shall read: "The Planning Board, based on an approval granted to the applicant on [date] hereby endorses this plan as meeting all of the requirements of a Tract Split."
3. **Signed by a Registered Surveyor:** The survey plat of a tract split must be signed by a licensed registered Arkansas surveyor.
4. **Size of Parent Tract:** When the parent tract of a proposed tract split exceeds fifteen (15) acres, the survey of the parent parcel may be omitted from tract split plat instrument provided the following is located and shown on the plat:
 - a. A correct legal description of the parent tract in addition to any other legal descriptions required by the ordinance.
 - b. An established boundary line (i.e. a section line, quarter section line, quarter-quarter section line, etc.).
 - c. An inset map that illustrates the relationship of the parent tract to the smaller tract (s).
5. **Area or Vicinity Map:** The plat must contain a small area or vicinity location map of the property to be divided sufficient to identify the general area and location of the tract split. For plans that do not provide the full extents of the parent tract, the area map shall also serve as the map that shows each lot split as part of the parent tract.
6. **Relation of Smaller/Larger Tracts Shown on Survey:** All tracts must be shown on the same survey or plat instrument. The relationship of the smaller to the larger tracts must be shown and each of the tracts must be clearly identified by separate legal description.
7. **Setbacks:** The plat must show all applicable setbacks. The plat and both tracts shown therein must additionally show a 25-foot building setback from the road right-of-way.
8. **Site Improvements:** The survey tract or plat must show all applicable site improvements including building, structures, and site elements such as fences, walls, well houses, proposed easements, utility easements and all other matters of record.
9. **Existing lateral Line Fields and septic information, Water Wells, and Utility Easements Shown:** The survey tract or plat must identify the location of existing lateral line fields, septic tank location, clean out, alternate field, existing water wells, well houses, existing easements, and all other utility easements. Where health department permits are not available, perc test may be required to confirm the viability and adequacy of septic system for current and future usage.

10. **Statement of Non-Assurance from Department of Health:** All tract splits must contain a statement that approval of the plat does not carry any assurances that the tract or tracts will qualify for a septic system permit from the Arkansas Health Department.
11. **Statement of Non-Buildability:** Plans shall include the following statement: “Approval of this plan does not in any way indicate that any of the lots on this plan are buildable according to the Planning Regulations of Benton County, Arkansas, nor an endorsement by the Planning Board of said buildability of said lots”.
12. **Easements** – All easements shall be legally described and identified on the Plat.