



Benton County

Administrative Review Checklist

Planning Department
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IMPORTANT NOTES

- This is **NOT** an application. This is an informational and optional checklist for submitting an application. This checklist does not need to be submitted to the online portal nor to the Benton County Planning Department Staff. Whether or not this checklist is used, Staff will still require an application which can be found on our website at bentoncountyar.gov/county-planning/applications/.
 - When an application is ready to be submitted, please send it to planning@bentoncountyar.gov or on our online portal at bentoncounty.portal.iworq.net/portalhome/bentoncounty.
- **Minor Subdivisions:** A Minor Subdivision is the division of land involving no more than five (5) *cumulative* tracts/lots (inclusive of the remaining or original tract/lot) since March 2014, 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 property splits to bypass the formal procedures set forth in the Major Subdivision regulations. See Section 5.4 of the Planning and Development Regulations of Benton County.
- **Property Line Adjustments:** A Property Line Adjustment is the process of adjusting the property line for tract/lot land, which does not create any additional tract/lot. This process can be administratively approved as long as the resulting parcels meet all the requirements of the Planning and Development Regulations of Benton County, such adjustments do not involve the relocation or- alteration of streets and easements for public passage, and no easements or utility right-of-way shall be relocated or altered without the express consent of all persons holding any interests herein.
- **Lot Combinations:** A Lot Combination is the process of combining two or more tracts/lots. Lot Combinations can be administratively approved except if the combinations conflicts with a specific provision of a subdivision plat approval or the approved covenants or if more than five (5) lots are being combined *concurrently*.

PROPERTY REFERENCE INFORMATION

Property Owner(s) Name: _____

Physical Address of Property: Street: _____

City: _____ Zip: _____

Parcel #(s): _____

STEPS FOR COMPLETING AN ADMINSTRATIVE REVIEW APPLICATION

1. Contact an area surveyor (The County can provide a list of surveyors for your convenience).
2. Complete the Administrative Review application, making sure it is signed by the current property owner(s).
3. Surveyor will submit the preliminary plat electronically to the Planning Department.
4. Preliminary plat is sent throughout the County for Interdepartmental Review (takes about one week).

5. Preliminary comments regarding the plat will be sent to the surveyor from the Planning Department.
6. Surveyor submits revised plat.
7. Any additional revisions are sent to the surveyor by the Planning Department.
8. A final plat is created by the surveyor and signed by the surveyor, property owner(s) and is notarized.
9. Pay the proper fees:
 - a. Minor Subdivision (up to five (5) cumulative splits since March 2014):
 - i. \$200 base fee plus \$50 for each new tract created upon approval up to a maximum of \$400.
 - b. Property Line Adjustment and Lot Combination:
 - i. \$100.
10. Final survey plats are signed and approved by the Planning Department Staff.
11. Final survey plats are to be recorded with the Benton County Circuit Clerk.
12. Contact the County Assessor's office for survey plat processing and to be issued a parcel number.

PLAT/SURVEY CHECKLIST

- Proposed parcels equal one (1) or more acre in area.
- When the parent tract of a proposed tract/lot split exceeds fifteen acres, the survey of the remainder of the parent parcel may be omitted provided the following are both located and shown on the plat:
 - An established boundary line (i.e. section line, quarter section line, quarter-quarter section line, etc.).
 - An inset map that illustrates the relationship of the parent tract to the smaller tract(s).
- If three or more parcels are proposed, any of which are less than 3 acres, the Arkansas Department of Health must approve the split prior to Planning submission.
- Include FEMA floodplain declaration/zone designation with FIRM panel number and date.
- Show all applicable site improvements including buildings, structures, and site elements such as property line fences, walls, well houses, proposed easements, utility easements and all other matters of record.
- Include official road names and addresses for any existing structures.
- Include property parcel number(s).
- Include proper right-of-way of existing roads (County Roads are understood at 50' ROW for paved chip/seal, hard surface, 25' each side).
- Provide precise location of any existing septic systems and septic permit shall be noted on survey.
- Property is accessed by a public street, private drive or access easement. A 30' wide access easement must be provided to land locked parcels. For non-landlocked parcels, each parcel must have at least 120' of road frontage.
- Show all new and existing easements – utility, access, lateral lines, alternative septic field.
- All easements shall be legally described and identified on the survey, or reference the existing easement instrument.
- For subdivisions of three (3) or more tracts accessed by a private drive add the statement: "The new road is not built to county standards and its maintenance is the responsibility of the current and future property owners."
- Provide an accurate title block.
- Show adjacent property owners (name/parcel).
- Plat must be signed by Arkansas Registered Surveyor.
- Provide a signature line for ALL property owners.
- Provide a signature line for Planning Representative.
- Plat must contain a small area vicinity map of property to be divided.
- Show and label relationships of all tracts on the same plat.
- Show building setback from road bed ROW, side, and rear.
- Encroachments must be dimensioned to the property and 4.4 noncompliance statement must be added to tract:
 - "All man-made structures existing on the effective date of this Ordinance in the prohibited setback areas as defined herein shall be allowed to be continued until the structure shall be destroyed or abandoned, except any such man-made structure which is listed on a state or national register of historical places may be rebuilt or restored on the same site following destruction or abandonment."
- Include statement that acceptance does not guarantee septic compliance.
- Include statement that acceptance of plat does not guarantee that any of the lots are buildable.
- Reference to the parent tract deed of record shall be provided on plat.