



# BENTON COUNTY

## Minor Subdivision Application

Planning Department  
1204 SW 14<sup>th</sup> Street, Suite 6  
Bentonville, AR 72712  
(479) 464-6166  
e-mail: [planning@bentoncountyar.gov](mailto:planning@bentoncountyar.gov)  
website: [bentoncountyar.gov/county-development/](http://bentoncountyar.gov/county-development/)

Project # \_\_\_\_\_

Date received \_\_\_\_\_

- \_\_\_\_\_ Signed/notarized application
- \_\_\_\_\_ Final signed/notarized plat (4) 18" x 24"; (1) 11" x 17"; electronic
- \_\_\_\_\_ Application Fee \_\_\_\_\_
- \_\_\_\_\_ Health Department approval

\_\_\_ Minor Subdivision \_\_\_ Property Line Adjustment \_\_\_ Lot Combination

### PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner's Phone: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

Property Owner's Mailing Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's PRINTED Name: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_ Commission Expires: \_\_\_\_\_

Notary Stamp

### APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

### SURVEYOR INFORMATION (see Surveyor Checklist on back of this page)

Surveyor's Company Name: \_\_\_\_\_

Surveyor's Name: \_\_\_\_\_

Surveyor's Phone: \_\_\_\_\_ Surveyor's Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Water: \_\_\_\_\_ Public Water    \_\_\_\_\_ Private/Semi Private Well

Sanitary: \_\_\_\_\_ Public Sewer    \_\_\_\_\_ Private Septic System

Access to Property: \_\_\_\_\_ County Road *(must be at least 120' of road frontage)*

Road Name \_\_\_\_\_

\_\_\_\_\_ Easement *(must be at least 30' wide)*

Electricity Provider: \_\_\_\_\_

**Total Acres**

New Tract	Name of Property Owner	<i>(must be at least 1.0 acres)</i>
Tract 1		
Tract 2		
Tract 3		
Tract 4		
Tract 5		

**SURVEYOR CHECKLIST**

1. **Administrative Elements:** Plans shall include a north arrow, scale, legend, title block with project name, applicant/owner/surveyor information, date/version number, address and parcel of site, FIRM panel and an endorsement stamp.
2. **Signed by a Registered Surveyor:** The survey plat of a tract split must be signed by a licensed registered Arkansas surveyor.
3. **Reference to Deed of Record:** Reference to the parent tract deed of record shall be provided on the plat.
4. **Size of Parent Tract:** When the parent tract of a proposed tract split exceeds fifteen (15) acres, the survey of the remainder of the parent parcel may be omitted from the tract split plat instrument provided the following is located and shown on the plat: (a) an established boundary line (i.e. section line, quarter section line, quarter-quarter section line, etc.); (b) 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.
6. **Relation of Smaller/Larger Tracts Shown on Survey:** All tracts must be shown on the same survey of 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: show a 25' building setback from the road right-of-way at front (or 50' from the center of the road, whichever is greater) and 10' side and rear building setbacks.
8. **Site Improvements:** Show all applicable site improvements including building, structures and site elements such as property line fences, walls, wellhouses, proposed easements, utility easements and all other matters of record.
9. **Existing lateral line fields and septic information, water wells and utility easements shown:** Identify the location of existing lateral line fields to the extent plottable, septic tank location, clean out, alternate field where indicated by permit from Arkansas Department of Health.
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 Department of Health
11. **Statement of Non-Buildability:** Plats 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 Regulation 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.

**IMPORTANT NOTE**

*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 Section 5.4 of the Planning and Development Regulations of Benton County.*

### STEPS for Completing a MINOR SUBDIVISION APPLICATION

1. Contact an area surveyor. (The County can provide a list of surveyors for your convenience.)
2. Complete the Minor Subdivision Application making sure the application is signed AND notarized by the current property owner.
3. Surveyor will submit the preliminary plat electronically to the Planning Department.
4. Preliminary comments regarding the plat will be sent to the surveyor from the Planning Department.
5. Surveyor submits revised plat.
6. Revised plat is sent throughout the County for Interdepartmental Review (takes about one week)
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 needs to be notarized
9. Complete the Minor Subdivision Application if not already done in Step 2 above.
10. Pay the proper fees:
  - a. Minor Subdivision or Family Split (up to five (5) splits since 2014):
    - i. \$200 base fee plus \$50 for each new tract created upon approval up to a maximum of \$400
  - b. Modifications to an Approved Subdivision, Minor Boundary Adjustment (Lot Split or Lot Combination) (up to five (5) plat splits since 2014):
    - i. \$100 plus \$50 per lot/tract created upon approval up to a maximum of \$300.00
11. Final survey plats are signed by a Planning Department staff member
12. Final survey plats are to be recorded with the Benton County Circuit Clerk at: 215 E Central Avenue, Floor 2, Bentonville, AR 72712 (479) 271-1017
13. Contact the County Assessor's office for survey plat processing and to be issued a parcel number.