



COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
301 W. CHESTNUT  
planning@rogersar.gov  
(479) 621-1186

## FINAL PLAT SUBMITTAL CHECKLIST

PROJECT NAME: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

### A COMPLETE SUBMITTAL MUST INCLUDE THE FOLLOWING:

- \$200 review fee (paid online or in person)
- PDF plat (with all markups flattened)
- Verification that all Preliminary Plat requirements have been met per Sec. 14-580(4)
- Engineer certification that all required improvements (including drainage) have been completed
- State Health Department approval letter for water and sewer systems
- Letters of intent to serve the development from public utility agencies
- Proof of surety bond for any unfinished sidewalks or other improvements
- A signed copy of this form with the attached Plan Review Checklist completed

### NOTES:

- All submissions must be made through the CityView Portal at [www.permittingrogersar.gov](http://www.permittingrogersar.gov).
- Once all requirements have been satisfied, the Final Plat is placed on a City Council agenda for approval and acceptance. The Final Plat must then be recorded with the Benton County Circuit Clerk's office and four (4) recorded copies must be returned to the Planning Division.

APPLICANT/ENGINEER SIGNATURE: \_\_\_\_\_

PRINTED NAME AND TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## FINAL PLAT REVIEW CHECKLIST

GENERAL REQUIREMENTS				
IN PROGRESS COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
	Verify that all proposed lots comply with the dimensional lot standards of the zoning district and as approved per the Preliminary Plat.	Planning	Zoning districts	
	Verify that streets are designed in accordance with access management, street design, and connectivity standards as approved and built per the Preliminary Plat.	Engineering	Ch. 14 Art. V Div. 3	
	Verify that all required improvements have been completed or bonded, including Health Department and RWU final approval.	Planning / Engineering	14-581	
	Verify that covenants have been reviewed and recorded.	Planning	14-583	
	All sheets must provide a designated area for the official City of Rogers stamp, signature, or acknowledgement that measures 2" x 3".	Planning	-	
COVER SHEET INFORMATION				
IN PROGRESS COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
	Must be labeled as "Final Plat" in addition to project name.	Planning	-	
	Include location address(es). New addresses are issued by Benton County 911 Administration. Existing addresses may be verified by the Risk Reduction Division.	Planning	-	
	Revision dates must be tracked on each resubmitted version.	Planning	-	
	Include CityView project number (PL2019XXXXX).	Planning	-	
	Include contact information for owner, developer, and engineer.	Planning	14-581	
	Include legal description of subject property with exact dimensions indicated. Include survey when possible. Verify accuracy of description.	Planning / Engineering	14-581	
	Include flood certification statement with correct FRM effective date (June 5, 2012).	Engineering	-	
	Include current zoning information.	Planning	14-581	
	Include a vicinity map indicating major streets and landmarks.	Planning	14-581	

FINAL PLAT INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include project name, date, legend, graphic scale, and north arrow.	Planning	14-581	
		Include total site acreage and number of lots proposed.	Planning	14-581	
		Include lot/unit count and density calculations if applicable.	Planning	14-581	
		Include building setback/build-to zone table based on zoning standards. BSLs should not be shown graphically in order to distinguish from easement line work.	Planning	14-581	
		Indicate maximum building height based on zoning standards.	Planning	14-581	
		Indicate the location of all prominent physical features such as buildings, railroads, and creeks.	Planning	14-581	
		Indicate the location of all existing and proposed parcel lines, lot lines, lot and block numbers, easements, dedications, reservations, and non-buildable lots.	Planning / Engineering / RWU	14-581	
		Indicate project phasing as necessary.	Planning	-	
		Include address for each lot.	Planning / Risk Reduction	-	
		Include correct N-S-E-W label for streets.	Planning / Risk Reduction	-	
		Include finished floor elevations for each lot (minimum 2' above base flood elevation).	Planning / Engineering	14-581	
		Indicate the location of all existing and proposed utility lines and drainage systems.	Engineering / RWU	14-581	
		Indicate the location of all existing streets, utility easements, and drainage abutting the site.	Engineering / RWU	14-581	
		Indicate correct sidewalk/sidepath and greenspace width per MSP, including trails.	Engineering	Ch. 14 Art. V Div. 3	
		Indicate flood areas if applicable.	Engineering	14-581	
		Indicate the dimensions of dedicated r/w if applicable.	Engineering	14-581	
		Indicate the location of all corner markers of each lot in the subdivision.	Engineering	14-581	
		Indicate the location of all street lights and signs.	Engineering	14-581	
		If subdivision lots with floodplain, include note stating Elevation Certificate required for each building.	Engineering	14-581	
		Include note that fencing is prohibited in drainage easements.	Engineering	-	
		Include note that homebuilder is required to install sidewalks per code.	Planning	-	
		Include note if street trees are to be provided by developer.	Planning	-	
		Include a certification of survey accuracy.	Planning	14-581	
		Include owner signature block with standard dedication language.	Planning / Engineering	14-581	
		Include a certification of acceptance of dedication to be signed by Mayor, City Clerk, and Community Development Director.	Planning	14-581	
		Include a certification of approval to be signed by Community Development Director prior to recordation.	Planning	14-581	
		Include a certification of approval to be signed by RWU and franchise utilities prior to recordation.	Planning	14-581	