



COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
301 W. CHESTNUT  
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(479) 621-1186

## LOT SPLIT, COMBINATION, & ADJUSTMENT SUBMITTAL CHECKLIST

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

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

A COMPLETE SUBMITTAL MUST INCLUDE THE FOLLOWING:

- \$100 review fee (paid online or in person)
- PDF survey/plat (with all markups flattened)
- 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 required revisions have been addressed, the survey/plat must be recorded with the Benton County Circuit Clerk's office and two (2) recorded copies must be returned to the Planning Division.

APPLICANT/SURVEYOR SIGNATURE: \_\_\_\_\_

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

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

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

**LOT SPLIT/COMBINATION/ADJUSTMENT PLAT REVIEW CHECKLIST**

**GENERAL LOT STANDARDS**

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		All structures must be located on a lot that fronts a public or private street.	Planning	14-722	
		Individual lots, tracts, or parcels that require both septic and well must be 1.5 acres and have minimum frontage width of 120 feet.	Planning / RWU	14-554	

**ALL PLATS**

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that all resultant tracts comply with the dimensional lot standards of the zoning district.	Planning	Zoning districts	
		Verify that proposed changes do not violate nonconformity standards.	Planning	14-720	
		Include all information required per Arkansas Standards of Practice No. 1.	Planning/Engineering	-	
		Include location address(es). New addresses are issued by Benton County 911 Administration. Existing addresses may be verified by the Risk Reduction Division.	Planning	14-578	
		Must be labeled according to its function (split, combo, adjustment, etc.).	Planning	-	
		Label as "replat" if changing existing platted subdivision. Verify existing plat record.	Planning	-	
		Revision dates must be tracked on each resubmitted version.	Planning	-	
		Include CityView project number (PL2019XXXXX).	Planning	-	
		Include contact information for owner, developer, and surveyor/engineer.	Planning	14-578	
		Include project name, date, legend, graphic scale, and north arrow.	Planning	14-578	
		Include legal description of subject property with exact dimensions indicated. Verify accuracy of description.	Planning / Engineering	14-578	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include total site acreage and number of original and resultant lots.	Planning	14-578	
		Include lot/unit count and density calculations (if applicable).	Planning	14-578	
		Include building setback/build-to zone table based on zoning standards. BSLs should not be shown graphically in order to distinguish from easement linework. BSLs should only be shown on setback reduction surveys.	Planning	14-578	
		Include current zoning information.	Planning	14-578	
		Indicate zoning of adjacent property.	Planning	14-578	
		Include a vicinity map indicating major streets and landmarks.	Planning	14-578	
		Indicate the location of all prominent physical features such as buildings, railroads, and creeks.	Planning	14-578	
		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	14-578	
		Indicate the location of all existing and proposed utility lines.	Engineering / RWU	14-578	
		Indicate the location of all existing streets, utility easements, and drainage abutting the site.	Engineering / RWU	14-578	
		Indicate the location of septic systems including lateral lines.	Engineering / RWU	-	
		Indicate the dimensions of dedicated r/w (if applicable).	Engineering	14-578	
		Indicate and label flood zone boundaries.	Engineering	14-578	
		Include flood certification statement with correct FIRM effective date (June 5, 2012).	Engineering	14-578	
		Include the basis of bearings.	Engineering	-	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include a certification of survey accuracy.	Planning	14-578	
		Include owner signature block with standard dedication language (must be notarized).	Planning / Engineering	14-578	
		Include a certification of approval to be signed by Community Development Director prior to recordation.	Planning	14-578	
		If applicable, include a certification of acceptance of dedication to be signed by Community Development Director prior to recordation.	Planning	14-578	

**LOT SPLITS**

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that the split will not result in more than 7 tracts or lots.	Planning	14-578	
		Verify that each resultant tract or lot can be developed without a variance.	Planning	14-578	
		Verify that the split does not necessitate the construction of new streets or infrastructure.	Planning / Engineering	14-578	
		Verify that the split does not necessitate changes to existing streets.	Planning / Engineering	14-578	
		Verify that each resultant tract or lot has reasonable access to utilities.	Planning / RWU	14-578	
		Verify that any existing utility easements that would prevent development have been vacated.	Planning / RWU	14-578	
		Verify that each resultant tract or lot has a legally recognized means of ingress and egress.	Planning	14-578	
		Display the location of all fire hydrants within 500 feet of resultant tracts.	Fire Department/Risk Reduction	20-144	
		Verify that the split does not conflict with neighboring land use patterns or any adopted City plans (CGM, MSP, etc.)	Planning	14-578	

**LOT COMBINATIONS**

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that each resultant tract or lot can be developed without a variance.	Planning	14-584	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that each resultant tract or lot has a legally recognized means of ingress and egress.	Planning	14-584	
		Verify that any existing utility easements that would prevent development have been vacated.	Planning / RWU	14-584	
<b>PROPERTY LINE ADJUSTMENTS</b>					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that the total number of tracts or lots is not changing.	Planning	-	
		Verify that each resultant tract or lot can be developed without a variance.	Planning	14-584	
		Verify that each resultant tract or lot has a legally recognized means of ingress and egress.	Planning	14-584	
		Verify that any existing utility easements that would prevent development have been vacated.	Planning / RWU	14-584	
<b>SETBACK/EASEMENT REDUCTIONS</b>					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include graphic depiction (with bearings and distances) of the area to be reduced.	Planning	-	
		Include textual depiction of the linear distance to be reduced.	Planning	-	
		If a reduction only involves specific encroachments, the reduction area must only include the specific encroachments.	Planning	-	
		Include owner signature block with standard dedication language (must be notarized).	Planning	14-578	
		If the plat only involves a setback reduction, include signatures for Board of Adjustment Secretary and Community Development Director.	Planning	-	
		If the plat only involves an easement reduction, include signatures for Community Development Director, RWU, and franchise utilities (electric, gas, CATV, phone/internet).	Planning	-	
		If the plat involves setback and easement reduction, include signatures for Board of Adjustment Secretary, Community Development Director, RWU, and franchise utilities (electric, gas, CATV, phone/internet).	Planning	-	