

SUBDIVISION FINAL CHECKLIST

The following applicable information must be submitted at the end of construction and **prior** to any formal action by City to approve Final Plat documents for recording and individual lot sales.

- ☐ **Application and Checklist – Include** a copy of this application and completed checklist by Design Professional and following enumerated record items and documentation.
- ☐ **Application Fee – \$500 Application Fee.**
- ☐ **Required Documents (see specifics for each document below)**

City of Centerton – Planning; 200 Municipal Dr.; PO Box 208; Centerton, AR 72719

ITEM	REVIEW COPIES	FINAL “APPROVED” COPIES
18” X 24” Final Plat Drawing with a borderless “Filed for Record” block of 2.75”X2” in upper right corner.	4	6 Black and White Signed Copies
11X17 Addressing Plat (showing only the boundary, street names, lot #'s, and setbacks)	Digital	1
Drainage Report	1	1
Half Size Record Drawings	0	1
Full Size Record Drawings	4	3
Maintenance Bonds	1	0
Covenants	1	1 (Signed)
Fire Hydrant Map and Point Table	1 (PDF and Excel Spreadsheet)	0
Certificate of Completion	1	0
Digital copy of each document being submitted	1 (Jump Drive, or electronic/email)	4 (including PDF and DWG) (Jump Drive)

- ☐ **Certificate of Completion.** The Engineer of Record shall submit a statement certifying that “All improvements and installations have been completed in accordance with the approved construction documents dated _____ and City specifications”.
- ☐ **Record Drawings (As-Built) and Final Plat - Review copies** of the Final Plat and Record Drawings (as-builts) shall be submitted to the City of Centerton Planning Department. Record Drawing layout shall meet the requirements for Preliminary Plat submittals. Record drawings must be submitted and accepted, and all punch-listed work items of deficiencies shall be

completed/corrected before the final plat will be placed on the Planning Commission meeting agenda.

- ☐ The Record Drawings shall fully document and clearly note all deviations from Approved Plans and show the actual location of: Streets-Sidewalks-ADA Ramps-Stripping; Signage; Lighting; Stormwater Drainage facilities and appurtenances; Water and Sewer Utilities and appurtenances and services; and all Franchise Utility infrastructure (pedestals-poles- structures-conduits-etc.). This normally includes streets, water, sewer, and drainage facilities.
- ☐ For all water, sewer, and storm systems/infrastructure, include coordinates referenced to the Arkansas State Plane Coordinate System – North Zone, NAD83 Grid, (with designation of Combined Scale Factor for at least two points on each drawing if distances have been converted to “ground”) and Bench Marks listed with vertical datum referenced to NAVD-88 Datum.
- ☐ **Fire Hydrant Map & GPS Coordinate Spreadsheet** - A hydrant map of the subdivision being platted, showing the property lines, Lot #s, Addresses, Hydrant #s, with an Excel spreadsheet giving the hydrant Longitude and Latitude of at least 6 decimals places. See example below.

Example:

Hydrant locations {Name of Subdivision}

hydrant #	Raw Description	Longitude	Latitude
5	FIRE HYDRANT	36.362969	-94.312385
9	FIRE HYDRANT	36.363023	-94.313307
13	FIRE HYDRANT	36.363641	-94.313149
15	FIRE HYDRANT	36.363679	-94.31245

- ☐ **Detention Basin As-Built Survey** - Developer shall have an as-built survey conducted for any stormwater detention basin included in the project. The Survey shall be as defined in the Centerton *Stormwater Management and Drainage Manual*. The survey must be witnessed by City Staff, contact City Engineer one (1) to two (2) business days prior to desired inspection date to schedule. The Engineer of Record shall model the As-built detention basin information and provide updated calculations and **certification** that the detention facilities were constructed in accordance with the approved construction plans and approved drainage report. Any corrections or deficiencies must be completed before acceptance of Final Plat will be considered.
- ☐ **Lots Monumented** – A licensed surveyor shall furnish **certification letter** that all Monuments have been placed at each corner, angle point, and at the beginning and end of all curved segments of each lot or parcel being created within 30-days of PC Approval.
- ☐ **Street Lights** – Installed and operational with electric power by Developer or proof of payment.
- ☐ **Street Signs** – Installed by Developer. Provide sign proofs to Public Works for approval before ordering.
- ☐ **Final Inspection** - A final inspection of the development **will not be scheduled until** all documents are submitted as outline above. Once the Engineer of Record for the project has performed an inspection of the site and all deficient items are addressed; it is the responsibility of the Engineer of Record to request a final inspection with the Planning Department. The Planning Department will coordinate a date for the final inspection with all required departments. The City Engineer will conduct final inspection along with City

Departments. Any final corrections or deficiencies must be completed before approval of Final Plat will be considered. The Developer will be charged for each additional final inspection required after the initial two covered by the application fee to insure all punch list items have been completed before final approval will be granted.

- ☐ **Centerton Utilities Final Inspection** shall be conducted on all water and sewer systems improvements according to Section 8 of the current Centerton Water and Sewer Department's Standard Specifications and Standard Details. In addition, any inspections of water and sewer facilities, and correction of any defects identified, must be completed to the satisfaction of the Centerton Water and Sewer Department. Contact Malcom Attwood, Centerton Utilities Superintendent, at (479) 795-0222.
- ☐ **Punch list** – After final inspection is performed by the City of Centerton, a punch list of items for correction and/or completion will be returned to the project engineer. These items **must be full addressed, with no known items outstanding**. A written statement from the project engineer for the project must be submitted saying that in the engineer's opinion, all punch list items have been addressed in a satisfactory manner. Failure to provide this written statement will result in delay of the Final Plat approval.
- ☐ **Re-Submittals:** As required, with any revisions noted during the Review/Approval process. After the 3rd submittal, the designated responsible party for the project will be charged a fee of \$100.00 for each additional submittal.
- ☐ **Certifications and Bonds:** The following will be required before approval will be given on the Final Plat. **Bonds apply only to public improvements, including** streets and appurtenances; drainage and appurtenances; and water and sewer improvements and appurtenances as associated with the project, whether on or off-site. A detailed cost breakdown of all bondable items shall be submitted to the City for review of adequacy. All required bonds will be provided to the City with bond amounts based on approved cost breakdowns. Bonds are to be effective from date of recording final plat.
 - ☐ **Street Maintenance Bond** – standard 100% for 2 years.
 - ☐ **Drainage Maintenance Bond** – standard 100% for 2 years.
 - ☐ **Water and Sewer Maintenance Bond** (50% for 1 year). (Example in the *Centerton Utilities Standard Specifications and Standard Details Manual*.)
 - ☐ **Certificate and Affidavit** for the Centerton Water and Sewer Department. (Form found in the *Centerton Utilities Standard Specifications and Standard Details Manual*, Page 110)
- ☐ **Deed Documents** – as necessary for any property to be conveyed to the City such as Lift Station or public park.
- ☐ **Covenants** in final draft form. The final covenants will be reviewed by City attorney and Planning staff. The final covenants will be recorded with the Final Plat. **Covenants must include statements** similar to those on pages 10-12 of this checklist.
- ☐ **Public Notice:** Owner/Developer or Representative of the project will be required to post one or more Public Notice signs, provided by the City, on the property being developed, upon notification that the sign is ready to pick up. The sign must be viewable to the public and may be displayed on a fence with zip ties, in the ground in front of the property where

the development applies, or in a visible easement area, with visibility to both sides of the sign. A picture shall be taken of the placed sign and emailed to planning@centertonar.us . The same shall be responsible for the removal and disposal of the sign within one day following the Planning Commission date issued at time of submittal.

- ☐ **Final Plat Approval:** At least **six (6) original signed, black & white sets of Approved Final Plat drawings with a 2" H x 3 ½" W un-bordered section in upper right corner of each plat page (for recording stamp)**. These should include any revisions noted during the Final Plat review/approval process. (City – 2 sets; Applicant/Developer – 4 sets).
- ☐ **Recording:** After approval by the Planning Commission and the City Council, the City will record the final plat drawing, covenants, and ordinance in the office of the Recorder of Deeds and Records for Benton County, Arkansas. Recorded items will be returned to the engineer of record for the project unless they specify differently in writing. The final plat, covenants, and ordinance will not be recorded until all record documents have been approved and hard copies have been received.
- ☐ **Recording Fees** – The Developer will be responsible for payment of filing fees before original plats are released to the owner/developer/designer. The Final Plat will not be released until all outstanding invoices, including recording fees, have been paid.

FINAL PLAT REQUIREMENTS

The following is a summary of the items, which constitute a subdivision final plat submittal. This list is a summary of the regulations of the City of Centerton. It is required that the Developer become familiar with all regulations pertaining to Final Plats adopted by and with all standard practices followed by the City in the Final Plat approval process. All Final Plats shall comply with the latest revision of the "Arkansas Standards of Practice for Property Boundary Surveys and Plats" and these requirements; and shall be drawn at a scale not smaller than 1" =100' and shall include the following information.

- ☐ The Licensed Surveyor shall seal, sign and date the Final Plat survey and provide COA (Certificate of Authority) information of name, address, phone, and COA #
- ☐ Boundary survey for Plat boundary, with written metes/bounds description, reading clockwise from POB, including gross and net developed area in square feet and acres. Exterior tract boundaries shall show distances in feet and directions by bearings and reflect Surveyed and Recorded values when different. When circular curves are platted, the following four (4) curve elements shall be shown: radius, arc length, chord bearing, and chord distance. Monuments or pin references bearing the license number of the responsible surveyor shall be set at all parent tract corners and at all created tract or lot corners. Tract or lot lines that cross into or across public rights-of-way shall also be monumented at the points of intersection.
- ☐ Written legal description for dedicated public street ROW on perimeter of Platted area.
- ☐ Point of Beginning of parent tract boundary will start from a permanent well-defined reference point such as a Section Corner or One-Quarter Section Corner.
- ☐ Arkansas State Plane Coordinates, North Zone, NAD83 Grid coordinates shall be labeled on at least two corners of the Plat exterior boundary.
- ☐ Ties to corners, monuments, corner accessories and other relevant witness information, which control the location of a boundary or corner, the surveyor's basis for acceptance thereof, and the originating source of monuments or accessories.
- ☐ Easements: Show width, location, and purposes of all existing and proposed easements for drainage, utilities, flood control, conservation, and all other public purposes within and adjacent to the project. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the Plat and As-Built plans. Include recording information for existing easements.
- ☐ Reasonably observed encroachment and possession lines, as applicable, shall be noted.
- ☐ For all properties adjacent to the exterior boundaries of the project show property lines, parcel ID's, names of owners, and deed book and page.
- ☐ Name, address, telephone numbers, and fax numbers (if available), of the record subdivision owners, applicant, design professional that prepared the plat, and utility companies.
- ☐ North arrow with basis of direction and bar scale. When the basis of direction is referenced to the Arkansas State Plane Coordinate System, NAD83 Grid, a note shall be included to list Convergence Angle at a specified point. If distances have been converted to ground, the

Combined Scale Factor at a specified point shall be noted.

- ☐ Date of preparation, zoning classifications, setbacks, and proposed use.
- ☐ A general vicinity map showing the location of the project within the city with a radius of 1 mile, indicating subject in relation to Section-Town-Range.
- ☐ Notes regarding wetlands and flood areas, if applicable, including any wetland determinations performed. Flood areas shall include base flood elevation (BFE), when applicable, and reference FEMA FIRM panel number, effective date, and method of location. Each lot that is entirely or partially within a flood hazard area shall be designated as being flood prone. 100 and 500-year potential flood lines shall be shown.
- ☐ Title Block, indicating the name and type of project and name of professional firm or individual who prepared the drawing(s), date prepared and revision block.
- ☐ A complete and accurate legend with all symbols represented.
- ☐ Location and notes regarding existing well and/or septic systems.
- ☐ Location of all visible existing structures that remain on Parent tract, including buildings, manholes, hydrants, streetlights, and inlets.
- ☐ Label type and dimension of monuments found or set during the course of the survey setting platted lot, parcel, and subdivision perimeter corners; All created tract/lot corners shall be pinned or otherwise monumented bearing the license number of the responsible surveyor shall be set at all tract/lot corners.
- ☐ Site Benchmark tied to a specific, defined Datum Point(s) referenced to NAVD-88 Datum.
- ☐ Street Right-of-Way lines, including Rights-of-Way for the City, County and the ARDOT, with centerlines dimensioned. Show the location, widths, and names or designations of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; show private easements within and adjacent to the project; and the radius of each centerline curve labeled and curve data table. Private streets shall be clearly indicated, including responsibility for operation-maintenance-repair-replacement. Identify if streets have curb and gutter or shoulder; thickness of asphalt or if other surfacing material used (ex. 3" asphalt on 6" SB-7).
- ☐ Lots: The lot layout, dimensions, lot number, area in square feet and acres (to the nearest 1/100th acre), setbacks, and easement lines shall be designated and shown for each lot. Lots shall be numbered consecutively for all phases. The total number of lots and number of developable lots shall be indicated on the plat.
- ☐ Finished Floor Elevations - Where a lot is entirely or partially in a flood hazard zone with base flood elevations (BFE) determined, or adjacent to open drainage or detention ponds, the lowest finished floor elevation allowed for a building shall be indicated on the lot.
- ☐ Signature Block per Centerton Requirements. See example on Page 7.

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of the application completeness, determination, or approval. I understand that the City might not approve what I / We are applying for, or may set conditions of approval.

Name(s) - printed_____ Date: _____ Signatures: _____

PROPERTY OWNER(s) / AUTHORIZED AGENT: I/We certify under penalty of perjury that I am/We are the owner(s) of the property that is the subject of this application and that I/We have read this application and consent to its filing. ***(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her/their behalf as proxy.)***

Name(s) - printed_____ Date: _____ Signatures: _____

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