



City of Gravette

PRELIMINARY PLAT, FINAL PLAT, OR LARGE-SCALE DEVELOPMENT

City of Gravette
 202 Main St. NE
 Gravette, AR 72736
 P: 479-787-5757
 F: 479-787-5018

Project name:	Project contact:
Site address:	Address:
Parcel number:	Phone number:
Acreage:	Email:

Project Type: Preliminary Plat Final Plat Large-scale Development

Property owner name:	Surveyor name:
Address:	Address:
Phone number:	Phone number:
Email:	Email:

PROPERTY DESCRIPTION AND PROJECT EXPLANATION:

FEE DUE:

Item	Fee	Item	Fee
Large scale development < 5,000 SF	\$500.00	Large scale development => 5,000 SF	\$750.00
Preliminary or final plat (residential) < 25 units	\$400.00	Preliminary plat (residential) => 25 units	\$650.00
Final plat (residential) => 25 units	\$500.00	Preliminary or final plat (non-residential)	\$500.00

An additional fee for engineering review may be assessed depending on the nature of the project.

FEES DUE: _____

Applicant/Representative: I certify under penalty of perjury that the foregoing statements and answers herein made, and 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 application completeness, determination, or approval. I understand that the City of Gravette might not approve this request or might set conditions on approval.

 Signature

 Date

Property Owner/Authorized Agent: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and I have read and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf)

 Signature

 Date



Please reference the Unified Development Code for additional information regarding plats and large-scale developments.

Items 1-6 must be submitted with application, or it will not be accepted.

1. Completed application form
2. Payment of fee
3. Warranty deed
 - a. A copy of the warranty deed showing the current ownership of the property is required. A survey may be required if the deed cannot be accurately drawn to meet the Arkansas minimum survey accuracy standards. If you do not have a warranty deed, a copy may be obtained from the Benton County Circuit Clerk's office.
4. **Four** copies of a plat, drawn on an 18"x24" minimum paper size, limited to a single page drawing, and drawn to a standard drawing scale (e.g., 1" to 20', 1" to 50', etc.). A digital copy must also be submitted.
 - a. All plats must be folded to an 8.5"x11" standard page size, with the title block clearly displayed.
 - b. Drawings shall be prepared, stamped, and signed by a registered land surveyor in the state of Arkansas.
 - c. Survey should include:
 - i. Project name and type
 - ii. Surveying/engineering firm information
 - iii. Drawing number, drawing date, and revision number
 - iv. Existing lot lines and proposed lot lines
 - v. Atlas page number
 - vi. Legend: property line, right-of-way line, center line, easement line, set pins, found pins
 - vii. Vicinity map
 - viii. North arrow
 - ix. Scale
 - x. Set pins
 - xi. Adjacent property lines and property owner information and parcel numbers
 - xii. All adjacent zoning information
 - xiii. 2"x2" block in either the upper right-hand corner for the Circuit Clerk's recording stamp
 - xiv. Floodplain notation
 - xv. Zoning of property
 - xvi. Building setback table
 - xvii. Correct signature blocks: planning commission chairman, Mayor, City Clerk, ownership certification, and Notary
5. **A digital copy of the plat**
6. **A letter of request** and brief written description of the project
7. **Applicable engineering analyses**
8. **Complete construction drawings, to include the plans and profiles for all streets, drainage, water, sewer, all utility easements, typical cross sections, detail drawings, and specifications.**
9. Proof of county approval if outside City limits (if newly created tracts are less than five acres)

General Information

1. Lot splits creating more than two lots must meet subdivision regulations for the City of Gravette.
2. Projects that require a variance to become legal and projects that create a lot without street frontage must be approved by the Planning Commission.
3. Plats and large-scale developments are not considered final until two recorded copies are filed with the Planning Department.

Process – PRELIMINARY PLAT



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1. The City Council will review and make recommendation to the Planning Commission for approval, denial, or to table.
2. The Planning Commission will review and approve, conditionally approve, deny, or table the preliminary plat.
3. No construction may commence on any portion of the development until a Notice to Proceed has been issued by the administrative official.

Process – FINAL PLAT

1. The Planning Commission will review the final plat at its regularly scheduled monthly meeting. It will then approve, conditionally approve, deny, or table the final plat.
2. Following final plat approval by the Planning Commission, the City Council will provide for the acceptance of right-of-way dedications.

Process – PRELIMINARY LARGE-SCALE DEVELOPMENT

1. The Planning Commission will review the application and approve, conditionally approve, deny, or table the request.

Process – FINAL LARGE-SCALE DEVELOPMENT

1. The administrative official will review and approve. The administrative official has the right to refer any plan to the full Planning Commission for review.

Process – SMALL SITE PLAN

1. The administrative official will review and approve. The administrative official has the right to refer any plan to the full Planning Commission for review.