



# General Guidelines for Submission of Development Plans & Subdivision Plats

Vilonia, Arkansas

These guidelines are intended for general information only. For detailed instructions refer to Control of Development and Subdivision of Land Regulations and the Zoning Ordinance for the City of Vilonia.

## **General:**

Any developer or subdivider of land within the Vilonia Planning Area shall submit to the Planning Commission, plats of subdivisions or developments and engineering plans for indicated improvements in developments according to the above regulations. Activities covered by these guidelines are defined as follows:

- ◆ **Development Plan** – The complete plan, or any of its parts, for development of land, including the provision of utilities and driveways and the construction of buildings or other primary structures.
- ◆ **Subdivision** – Any division of a lot, tract, or parcel of land, either by platting or by metes and bounds, into two or more lots or parcels for purpose of transfer of ownership or development including the combination of two (2) or more previously platted lots. The term subdivision shall apply also to any division of land involving the dedication of a street to the public, provided, however that any division of land into lots or parcels of five (5) acres or more shall not be deemed a subdivision unless street dedication or the installation of utilities are involved. The terms, when appropriate to the contexts, shall relate to the process of subdividing or to the land subdivided.

## **The steps for approval are:**

- ◆ Prepare development or subdivision plans in accordance with the requirements of the development and subdivision regulations (and the zoning ordinance if located within the City of Vilonia).
- ◆ Submit ten (10) copies of Application for Plat or Development Plan Approval to the Vilonia City Secretary, at least 15 days prior to the regular Planning Commission meeting, including:
  - Letter of request.
  - Plats, plans, and data (See regulations and attached checklist).
  - Documentation of notification to adjoining and other affected property owners.
- ◆ Pay review fees.
- ◆ Developer, or representative, attends the Planning Commission meeting to explain plans and answer questions.

## **Development Plan Requirements:**

Plans shall be drawn to scale and show the following in clear and sufficient detail:

- ◆ The actual shape, proportion, and dimensions of the affected parcel of land on which work is to be commenced, and satisfactory evidence that actual corners of the parcel are known and are established on the ground.
- ◆ The shape, size, and location of all buildings or structures to be erected, altered, or moved on the parcel, including unaffected existing ones.
- ◆ The location and dimensions of easements, driveways, flood plain boundaries, and streets, and the owners and land uses of adjacent properties,
- ◆ The existing and intended uses of the land and all the buildings or structures thereon.
- ◆ A north arrow and a bar scale.
- ◆ Any additional information relating to the proposed improvement needed to determine compliance with the regulations and zoning ordinance.

Generally, plans should be prepared by an engineer, architect, or surveyor registered in the State of Arkansas. Depending on the complexity of the development when it proposes a permitted use, and at the discretion of the Planning Commission the plan may be drafted by a nonprofessional.

## **Fee Schedule for Development Plan and Subdivision Plat Review:**

◆ Primary Subdivisions	\$100 plus \$5 per lot
◆ Minor Subdivisions	\$50
◆ Bill of Assurance Amendment	\$50
◆ Extension of Preliminary Plat Approval	\$100
◆ Development Plan	\$50 plus \$.02 per sq. ft. Building



## Plat Requirements

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Name of subdivision, approved by Faulkner County Assessor.

Name and street/ mailing address of owner of record.

Source of title giving deed record book and page number.

Name, street/ mailing address, and phone number of subdivider and plat preparer.

Date of survey, north point, and graphic scale bar.

Certificate of Preliminary Surveying Accuracy.

Certificate of Preliminary Engineering Accuracy.

Location of the tract by legal description giving acreage.

Vicinity map locating streets and highways, sections lines, railroads, water features, schools, parks, and other significant features within one-half (1/2) mile of the proposed subdivision which is also shown on the vicinity map. a graphic scale bar and north arrow shall be included for the vicinity map.

Exact boundary lines of the tract indicated by a heavy line giving dimensions, angles and at least one (1) bearing.

Contour intervals to sea level datum of not more than two (2) feet when the slope is less than four (4) percent, and not more than five (5) feet when the slope is greater than four (4) percent.

Natural features within and surrounding the proposed subdivision including drainage channels bodies of water, wooded areas and other significant features. On all water courses leaving the tract the direction of flow shall be indicated, and for all water courses entering the tract the drainage area above the point of entry shall be noted. 100 year flood area boundaries shall be included.

Cultural features within and surrounding the proposed subdivision including existing and platted streets, bridges, culverts, utility lines, pipe lines, power transmission lines, all easements, park area, structures, City and County lines, section lines and other significant information.

Names of recorded subdivisions abutting the proposed subdivision.

Zoning districts, if applicable.

Proposed layout including lot lines with rough directions.

Lot number, block number.

Street and alley lines with proposed right-of-way widths.

Sites reserved for parks, playgrounds, schools, etc.

Sites for commercial, non-residential, non-public uses.

Building set-back lines with dimensions.

School District

Fire District

# Plat Requirements continued

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Street names approved by the Office of Emergency Services.

Certificate of Preliminary Plat Approval.

Key map when more than one sheet is required to present plat. Matchlines shall be shown on all sheets

True courses and distances to the two (2) nearest established section corners or bench marks or other recognized permanent monuments which shall accurately describe the location of the plat.

Exact boundary lines of the tract indicated by a heavy line, or other acceptable control traverse, giving dimensions to the nearest one-tenth (1/10) foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) to five thousand (5,000).

Municipal, county, or section lines accurately tied to the lines of the subdivision by distances and angles.

Street and alley and other right-of-way lines with location and width, with street names indicated.

Street centerlines showing angles of deflection, angles of intersection, radii, length of tangents and arcs and degree of curvature with basis of curve data.

Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords and radii of rounded corners.

When lots are located on a curve or when sidelines are at angles other than ninety (90) degrees, the lot width at the building line shall be shown when required by the Commission.

Lot areas in square feet shall be shown when septic tanks are to be used. Lot areas of other lots shall be furnished when required by the Commission.

Easements and public service or utility right-of-way lines giving dimensions, locations, and purposes.

Accurate outlines and description of areas to be dedicated or reserved for public use/acquisition with the purposes indicated thereon; and of any areas to be reserved by deed covenant for common uses of all property owners.

Accurate location and descriptions of all monuments.

Certificate of Surveying Accuracy.

Certificate of Engineering Accuracy.

Certificate of Owner.

Certificate of Final Plat Approval

Certificate of Recording.

Variances and waivers from subdivision and/or zoning, if applicable, regulations being requested by the subdivider.



**Vilonia Planning Commission**

**Vilonia Subdivision Regulations  
Section 3.2.1.d**

**Notification Requirements Clarification**

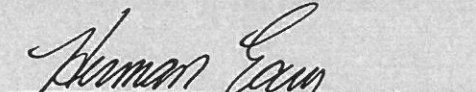
The following are intended as clarification of the regulations pertaining to notification of 'adjoining and other affected landowners' when submitting subdivision proposals to the Vilonia Planning Commission:

Adjoining and other affected landowners shall include the owners of record of all property situated wholly or partially within five hundred (500) feet of the boundary lines of the property proposed for subdivision and/or development.

Proof of notification requirements shall be considered met when the petitioner presents a list of owners of record certified by an appropriate agency or office, and a copy of the notification mailed (along with receipts for certified or registered mail) to each of the landowners as described above.

Approved by the Vilonia Planning Commission at its regular meeting on March 30, 2000.

  
Chairman

  
Secretary

ORDINANCE NO. 2003- 5

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE AND CONTROL OF DEVELOPMENT AND SUBDIVISION OF LAND REGULATIONS FOR THE CITY OF VILONIA, ARKANSAS AS ADOPTED BY ORDINANCE 95-6 ESTABLISHING A CITY PLANNING COMMISSION AND FOR OTHER PURPOSES**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VILONIA, ARKANSAS:**

**SECTION 1:** Whereas the Vilonia City Council has determined that it is necessary to make changes to the Zoning Ordinance, and the Control of Development and Subdivision of Land Regulations.

**SECTION 2:** Article III Administration Section 3.1 Enforcement of the Zoning Ordinance will be amended to include a notification clause 3.1.1 paragraph (3). Under subsection 3.1.6 Penalties will be amended with a new definition and fine schedule. See attachments to this document.

**SECTION 3:** Section 14 Enforcement of the Control of Development and Subdivision of Land Regulations will be amended as follows. Subsection 14.5 the penalty clause will be redefined and have a new fine schedule. Subsection 14.6 establishing a notification procedure will be added. See attachments to this document.

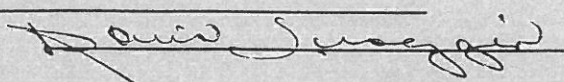
**SECTION 4:** All ordinances or parts of ordinances in conflict herewith are hereby repealed, and the provisions of this ordinance shall be deemed to be separable so that if any clause, sentence, paragraph or section, or other portion of this ordinance be found to be unconstitutional or invalid or otherwise inoperative by a court of competent jurisdiction such finding shall not affect the validity of the remainder of these sections, nor shall any proceeding attacking any portion of these sections operate to affect any portion of the remainder of said sections not specifically attacked in said proceeding.

**SECTION 5:** It is ascertained and declared that it is necessary for the protection and preservation of the public health and safety that the foregoing ordinance be passed and adopted; that an emergency exist; that this ordinance shall take effect and be in force from and after its passage.

**PASSED:** 12-16-03

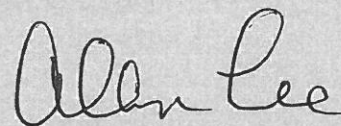


ATTEST:

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DORIS SCROGGIN, RECORDER

APPROVED:

A handwritten signature in cursive script, appearing to read "Alan Lee", is written above the printed name.

ALAN LEE, MAYOR