



FINAL PLAT DEVELOPMENT APPLICATION REQUEST

CITY OF
Siloam Springs

NOTE: COMPLETE SECTIONS IN WHITE.

Application #	Date	Reviewed By
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Subject Property Address

Owner/Developer	Address
Phone	Fax
	E-mail

Engineer	Address
Phone	Fax
	E-mail

Surveyor	Address
Phone	Fax
	E-mail

Agent for Owner	Address
Phone	Fax
	E-mail

Zoning District _____ Proposed Subdivision Name _____
 Present Use _____ Proposed Use _____

Plat Information	Total Res Acres	# of Lots-Res	Average Lot Size Res.
	Total Com Acres	# of Lots-Com	Average Lot Size Com.

Application Fee	Account Number: 08-01-475000-000	Cost \$350.00
Tech Review Date:	Public Hearing Date:	Board Date:
BOND TYPE		

APPLICANT: I, THE UNDERSIGNED APPLICANT, DO HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW.

I/We, _____, ("Owner") am/are all of the owner(s) of real property ("Property") generally located at _____, consisting of approximately ___ acres, as shown in the evidence of ownership, *Exhibit A*, attached to this Agreement, and made a part hereto as though set out word for word herein.

The Property is subject to the regulatory programs of the City of Siloam Springs, Arkansas. For purposes of this

Waiver, "regulatory programs: shall be defined as set forth in Act 1002 of 2015. I/We have requested that the City take/approve the land use action ("Requested Action") herein set forth: _____

I/We acknowledge that as the request is processed for approval, changes may be made to the details and requirements for approval of the request. Some of these changes may materially alter the request, so that the final approval may be substantially different than originally requested. I hereby acknowledge and agree that this waiver shall include and apply to any and all such changes, regardless of execution of an additional waiver applicable thereto.

I/We acknowledge that the Requested Action may alter my/our rights to use, divide, sell or possess our Property, and that, by signing this Agreement, I/we hereby agree to waive any and all claims for diminution in value for the Property which may arise pursuant to Act 1002 of 2015 or otherwise as a result of the City's actions, including but not limited to approvals, denials or conditions of approvals with respect to the above-described Requested Action.

I/we hereby further understand that the City is acting in reliance upon my/our representations in this waiver.

APPLICATION AND WAIVER OF CLAIMS FOR DIMUNITION OF VALUE SIGNATURE

PROPERTY OWNER

DATE

PZ APPROVED	DENIED	BOARD APPROVED	DENIED
PZ SIGNATURE		BOARD SIGNATURE	
		RESOLUTION NUMBER	



Final Plat Approval Process

All referenced documents and guides are located on the City's website, www.siloamsprings.com, look under the Planning Division.

Application	Legal Notice	Technical Review Meeting 2:00 pm	Planning Commission 4:00 pm	Board of Directors 6:30 pm
<i>Number of Calendar Days*</i>	N/A	15 - 21	40 - 44	63 - 67
FINAL PLAT	1	2	3	4-PROCESS COMPLETE

Basic Application Steps: Note: these steps differ slightly from those of the Development Procedures Manual (DPM)

- STEP 1.** Set up pre-application meeting with City Staff, due prior to formal submittal.
- STEP 2.** Hire a surveyor to complete the final survey of your new subdivision. The survey need to contain all items shown on the plat checklist chart on page 16-17 of the DPM.
- STEP 3.** Submit Application. **DUE THE FIRST BUSINESS DAY OF THE MONTH**
 - A. Turn in Application form to Brian Phillips – Planning Division
 - B. Payment of \$350.00
 - C. Email a PDF of the plans to bphillips@siloamsprings.com
- STEP 4.** Perform legal notification and provide documentation. See Brian Phillips for details, or consult the DPM.
- STEP 5.** Final survey submittal. City staff will email your surveyor or engineer to work out changes needed to your subdivision plat. When this process is completed, five final paper copies are due to the Planning Division. These need to be signed by you and your surveyor. This is due 8 days prior to the Planning Commission's review.
- STEP 6.** Ownership Verification Form. Use the form provided in the DPM, pp. 27-28 of the DPM or as attached to your permit application. This form will be filed alongside with the final plat. Five original copies are needed. Submit this form along with your final survey. Please contact City staff with questions.

(continued on the back)

- STEP 7.** Final Walk Through. If your plat did not require a preliminary plat permit, you may by-pass this step. Before your subdivision is considered by the Planning Commission, it will be necessary for the engineer and appropriate City staff to do a final walk through to ensure everything is ready to go before formal review and acceptance. Should items still need attention; the application will be recommended for approval upon the condition that these items are completed prior to recordation of the plat.
- STEP 8.** Planning Commission Review. Attend the Planning Commission to respond to any questions the Commission may have on your project. See the Development Calendar for the meeting date.
- STEP 9.** Board Review. Attend the Board of Directors meeting for final approval of your application. See the Development Calendar for the meeting date.
- STEP 10.** Filing. You will be required to take the five signed copies of the survey and the ownership verification forms to Benton County Circuit Clerk's office, in Bentonville, to file. It costs \$15.00 per unique page to file (copies are the same price).
- STEP 11.** County Assessor's Form. Complete the form included with your application and turn this into the County Assessor while you are at the Benton County Administrative office.
- STEP 12.** Return 2 signed and filed copies of the survey and ownership verification form to the Planning Division. This step completes your approval process.