





## Lot Consolidation Approval Process

All referenced documents and guides are located on the City's website, [www.siloamsprings.com](http://www.siloamsprings.com), look under the Planning Division.

Application	Technical Review Meeting 2:00 pm	Staff Approval
<i>Number of Calendar Days*</i>	<b>15 – 21</b>	<b>20 - 26</b>
<b>LOT CONSOLIDATION</b>	<b>1</b>	<b>2 - PROCESS COMPLETE</b>

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 land surveyor to survey your property. The survey needs to contain all items shown on the minor amendment checklist chart on page 26-27 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 \$100.00
  - C. Email PDF of Survey to [bphillips@siloamsprings.com](mailto:bphillips@siloamsprings.com)
- STEP 4.** Final Survey submittal. City staff will email your land surveyor to work out changes needed to your survey, when this process is completed, five final paper copies are due to the Planning Div. These need to be signed by you and the surveyor.
- STEP 5.** 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 plat. Five original copies are needed. Submit this form along with your final survey. Please contact City staff with questions.
- STEP 6.** Staff approval. The Senior Planner will sign the five surveys and return them to you for filing.
- STEP 7.** Filing. You are required to take the five signed copies of the survey and the ownership verification form to Benton County Circuit Clerk's office to file. It costs \$15.00 per unique page to file (copies are the same price).
- STEP 8.** 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 Courthouse.
- STEP 9.** Return two filed copies of the survey and ownership verification form to the Planning Division. This completes your approval process.