



CITY OF
Siloam Springs

LOT LINE ADJUSTMENT APPLICATION REQUEST

NOTE: COMPLETE SECTIONS IN WHITE.

Application #	Date	Reviewed By
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Subject Property Address _____

Owner/Developer _____	Address _____
Phone _____	Fax _____ E-mail _____

Surveyor _____	Address _____
Phone _____	Fax _____ E-mail _____

Agent for Owner _____	Address _____
Phone _____	Fax _____ E-mail _____

Zoning District _____

Legal Description	Lot	Block	Addition
Specific Action Requested			

Application Fee	Account Number: 08-01-475000-000	Cost \$100.00
Tech Review Date:		

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

STAFF APPROVED	DENIED
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Lot Line Adjustment Approval Process

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

Application	Technical Review Meeting 2:00 pm	Staff Approval
<i>Number of Calendar Days*</i>	15 – 21	20 - 26
LOT LINE ADJUSTMENT	1	2-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 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
- 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 final 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 signed and filed surveys and ownership verification form to the Planning Division. This step completes your approval process.