



PRELIMINARY PLAT APPLICATION REQUEST

NOTE: COMPLETE SECTIONS IN WHITE.

IT IS THE APPLICANT'S RESPONSIBILITY TO ERECT THE PUBLIC NOTICE SIGN. SEE EXAMPLE ATTACHED TO THIS APPLICATION.

Application #	Date	Reviewed By
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Subject Property Address _____

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

Engineer _____	Address _____
Phone _____	E-mail _____

Surveyor _____	Address _____
Phone _____	E-mail _____

Agent for Owner _____	Address _____
Phone _____	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:	Planning Commission Date:	Board 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 DIMINUTION OF VALUE SIGNATURE

PROPERTY OWNER

DATE

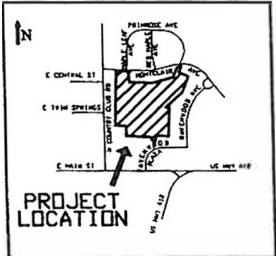
PZ APPROVED	DENIED	BOARD APPROVED	DENIED
PZ SIGNATURE		BOARD SIGNATURE	
		RESOLUTION NUMBER	

Example

8'

Name of Subdivision Proposal

Public Hearing Date: Month/Day/Year



VICINITY MAP

Owner/Developer

Description of Project
Example: 40 Lots of Single Family Dwellings

City of Siloam Springs- *PLANNING* Dept. (479) 373-6466

4'

Signs are required to include the following:

- (1) Vicinity Map
- (2) Number of Proposed Lots
- (3) Number of Proposed Dwelling Units (if applicable)
- (4) The time, place, and date of the Planning Commission review.
- (5) Additional info., if directed by the City's Planning Division.



Preliminary 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 5:30 pm	Board of Directors 6:30 pm
<i>Number of Calendar Days</i>	N/A	15 - 21	40 - 44	63 - 67
PRELIMINARY PLAT	1	2	3	4-PROCESS COMPLETE

Note: For exact timing, please see the development calendar.

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 an engineering firm to complete the civil site plan design for your subdivision. The plans need to contain all items shown on 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, including the erection of the notice sign. See Brian Phillips for details, or consult the DPM.
- STEP 5.** Final plan submittal. City staff will email your engineer to work out changes needed to your subdivision, when this process is completed, one final paper copy is due to the Planning Division. These need to be signed by you and your engineer. This is due 8 days prior to the Planning Commission's review.
- STEP 5.** 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 6.** Board Review. Attend the Board of Directors meeting for final approval of your application. See the Development Calendar for the meeting date.

(Continued on the next page)

- STEP 7.** Pre-Construction Meeting and architectural/construction plan review. After your subdivision has been approved by the Board, you may submit your construction plan set, this is prepared by your engineer or architect. Note, if so desired, they may be submitted before the final Board review. City staff requires 2 weeks to review the plans. After two weeks, you may call the Building Division 238-0927 and set up your pre-construction meeting. This is usually attended by the contractors, City staff and the engineer or architect.
- STEP 8.** Notice to proceed with construction. Once all technical issues have been addressed, the City Engineer will give your engineer notice to proceed with the construction.
- STEP 9.** When the construction is nearing completion, usually around 80% to 90% complete, it will be necessary to file a final plat development permit. Please consult the check list for final plats for more information.