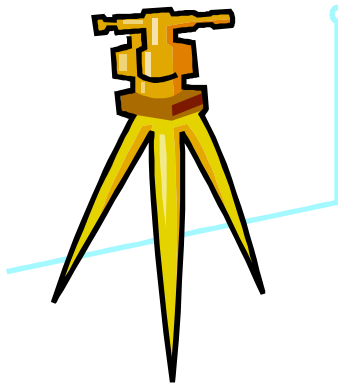


SUB DIVISION RULES AND REGULATIONS

Harrison, Arkansas



ADOPTED DECEMBER 3RD 2007

ORDINANCE NUMBER 1287

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SECTION 1. PURPOSE, AUTHORITY AND JURISDICTION

- 1.1 These rules and regulations are intended to serve the following purpose:
- A. To assist orderly, efficient and integrated development within the City of Harrison's boundary map planning area.
 - B. To promote the health, safety, morals, and general welfare of the residents of the City and environs.
 - C. To ensure conformance of subdivision plans with the public improvement plans of the City and environs.
 - D. To secure equitable handling of all subdivision plans by providing uniform procedures and standards for observance both by subdividers and the Commission.

1.2 Any subdivider of land within the planning area boundary shall submit to the Commission plats of the subdivision and plans for indicated improvements according to these regulations. In considering the approval of a plat the Commission shall observe and enforce the requirements and procedures set forth herein. In the case of a plat constituting a replat of land into two or more lots, or adjustment of internal lot lines, all of which will be served by an existing street or streets and required utilities, the Commission shall have the power to vary the said requirements so that the public interest will be served.

1.3 No subdivider proposing to make or have made a subdivision within the planning area boundary shall proceed with any construction work on the proposed subdivision, including grading, before obtaining a Certificate of Preliminary Plat Approval and Department of Public Works Construction Approvals, and shall not record the Plat of the subdivision or any part thereof before obtaining from the Commission a Certification of Final Plat Approval and acceptance of the plat.

1.4 Authority

This regulation is adopted pursuant Arkansas Code Annotated (A.C.A.) 14-56-401 et. seq., as amended and other applicable laws. The Harrison Planning Commission shall exercise the power and authority to review, approve and disapprove plats for subdivisions and improvements in accordance with these regulations.

1.5 Jurisdiction and Application

It is hereby declared to be the policy of the City of Harrison to consider the subdivision of land and the subsequent development of the subdivided plat as subject to the control of the City pursuant to the Comprehensive Land Use, Transportation, and Community Facilities Plan adopted September 7, 1961 for the orderly, planned, efficient, and economical development of the Municipality.

These regulations shall be applicable to all lands within the City and its planning area, boundary except lots of record prior to adoption of the ordinance. The planning area map is included herein.

These regulations and development standards shall apply to the subdivision of land as follows:

- A. All divisions or platting of a tract or parcel or land into one or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale or building development, shall be considered a subdivision and subject to this ordinance.
- B. The dedication or vacation of any street or alley through any tract of land regardless of the area involved as may be desired by the owner or if necessary to achieve conformance with the Master Street Plan, shall be considered a subdivision and subject to this ordinance.
- C. Large Scale Development - Development involving the construction of one or more buildings, together with necessary drives and accessways, which is not subdivided into customary lots, blocks, and streets shall be considered a subdivision and subject to this ordinance when the parcel involved contains two (2) or more acres, includes multi-family development, includes manufacturing buildings, or when the aggregate size of the buildings proposed exceeds ten thousand (10,000) square feet. Plans for all such development shall be submitted to and approved by the Planning Commission and the Director of Public Works, whether or not such plat is to be recorded, and no building permit shall be issued until such approval has been given.
- D. Site plan review and approval by the Public Works Director are required for all building and special use permits applied for in the following zones:

- R-3 Multi-family Residential
- C-1 Central Business District
- C-2 Office Commercial
- C-3 Highway commercial
- C-4 Neighborhood Commercial
- I-1 Heavy Industrial
- I-2 Light Industrial

1.6 Severability

If any section, paragraph, clause or part of this subdivision regulation is, for any

reason, held void and invalid, such decision shall not affect the validity of the remaining provisions of these regulations. The City Council hereby declares that it would have enacted the remainder of these regulations even without such sections, paragraphs, clauses, parts or positions.

1.7 Amendments

These regulations may be amended at any time after the Planning Commission has held a public hearing on the proposed amendments. At, on, or after such public hearing, the Planning Commission may recommend to the City Council the adoption of such amendments.

1.8 Types of Subdivisions

- A. General - Recognizing that subdivision regulations must be applied to various land development types, and because of the special conditions pertaining to each, this regulation hereby provides for the establishment of four subdivision types: Commercial/Office, Industrial, and Residential.
- B. Prior to the approval of any preliminary plat, the Planning Commission shall classify and evaluate each subdivision according to its planned future use, it being the responsibility of the applicant to identify the type of proposed plat. Where a proposed plat incorporates more than one use of the type specified in this Section, either the different land use types shall be clearly delineated on the submitted plat, or separate plats shall be filed for each land use type together with a scale drawing illustrating the proposed layout in its entirety.
- C. The purpose and intent of each subdivision type shall be generally as follows:
 - 1. Commercial/Office Subdivisions - Commercial/Office Subdivisions are intended to accommodate one or more commercial building sites on either single or multiple lots in a carefully planned configuration designed to protect and enhance the viability of each separate structure and ownership. Commercial and office uses shall be those defined by the Planning Commission.
 - 2. Industrial Subdivisions - Industrial subdivisions are intended to fulfill a two-fold objective; to provide both opportunity and flexibility for industrial activities to take place at appropriate locations in a compatible manner with adjacent nonmanufacturing areas; to acquire the application of sound design principles and the orderly development of industrial parcels involving the creation of one or more building sites or lots. Industrial uses shall be defined

as such in the Harrison Zoning Ordinance.

3. Residential Subdivisions - Residential subdivisions are intended to ensure efficient, aesthetic and convenient designs for residential development, and to provide harmonious relationships with surrounding areas. Residential uses shall be those defined as such in the Harrison Zoning Ordinance.

1.9 Resubdivision of Land

- A. Procedure - Any change in an approved or recorded plat other than lot splits, lot line adjustments or recombinations shall be considered a re-subdivision and subject to approval by the Planning Commission. For re-subdivision, the same rules, regulations and procedures applicable to subdivisions shall apply.
- B. Future Re-subdivisions - Whenever a parcel of land is subdivided and the subdivision plat shows one or more lots containing more than one acre of land, and there are indications of such lots eventually being re-subdivided into small building sites the Planning Commission may require that such parcel of land allow for the future opening of streets and the ultimate extension of adjacent streets. Easements providing for the future opening and extension of such streets may be made a requirement of the plat.

1.10 Vacation of Plats

- A. Any plat or any part of any plat may be vacated by the owner at any time before the sale of any lot therein. Vacation of a plat shall be subject to the approval of the City Council. The City Council may reject any proposed plat vacation which abridges or destroys any public rights in any public use areas, improvements, streets or alleys.
- B. Upon recordation, such vacation shall have the effect of divesting the public of all rights in the streets, alleys, public areas, and dedications laid out for describing in such plat, except those reserved by such vacation.
- C. When lots have been sold, the plat may be vacated in the manner established therein, provided the owners of all lots join the plat vacation application.

1.11 Waivers

- A. General - The rules and regulations set forth in this regulation are the standard requirements of the City. Where the Planning Commission finds,

however, that extraordinary hardships or practical difficulties may result from strict compliance with these regulations, or the purpose of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to the subdivision regulations so that the public interest is secured. Such waivers, however, shall not have the effect of nullifying the intent and purpose of these regulations. The Planning Commission shall only approve waivers where it finds that:

1. The granting of the waiver will not be detrimental to the public safety, health, or welfare, or injurious to other property.
2. The conditions upon which the request for a waiver is based are unique to the property for which the waiver is sought and are not applicable generally to other properties.
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, strict application of these regulations would deprive the owner of reasonable use of his property.
4. The waiver will not in any manner vary the provisions of the Zoning Ordinance, the Master Street Plan, or the Municipal Plan.
5. The waiver is not based solely on pecuniary difficulties, but has other overriding hardships.

- B. Procedures and Conditions - No waiver shall be granted except upon written petition by the sub divider when the preliminary plat is filed for consideration by the Planning Commission. The petition shall state fully the grounds for the application and all of the facts upon which the petition is made. In approving waivers, the Planning Commission, may, at its option, require special conditions to ensure development in accordance with objectives, standards, and requirements of these regulations.

SECTION 2. DEFINITIONS

A. For the purpose of these regulations, certain terms used herein are defined as follows:

- (1) Alley. A minor public way used for utility easements and vehicular service access to the back or the side of properties abutting a street.
- (2) Building Set-back Line. A line parallel to the street right-of-way indicating the limit beyond which buildings or structures may not be erected. Building set-back requirements apply to all new construction both within and outside of recorded subdivisions.
- (3) City. The City of Harrison, Arkansas.
- (4) City Attorney, City Clerk, Director of Public Works. Any office referred to in this chapter by title, i.e., City Attorney, City Clerk, Director of Public Works, etc., shall be the person so retained in this position by the city, or his duly authorized representative.
- (5) Cul-de-sac. A street having one end open to the traffic and being terminated at the other end by a vehicular turnaround.
- (6) Easement. A grant by a property owner to the public, a corporation, or persons of the use of a strip of land for specific purposes.
- (7) Improvements. Any constructive alterations in the existing conditions of the land, such as but not limited to, streets, the extension of utilities, grading or excavation, or other actions resulting in permanent or long term changes in the conditions of the land.
- (8) Large Scale Development. Development containing two (2) acres of land or more or proposed buildings containing an aggregate size of ten thousand (10,000) square feet or more.
- (9) Lot. A portion of a subdivision, or any parcel of land intended as a unit of transfer of ownership or for development.
- (10) Plan, City. The plan made and recommended by the city planning commission and adopted by the city council indicating the general location recommended for such features as land uses, major streets, parks, public buildings, zoning districts, and other public improvements.
- (11) Plat. A map or drawing and accompanying material indicating the layout and design of a proposed subdivision or lot-split prepared by a developer for consideration and approval by the Planning Commission. Such plats may be the sketch plat, the preliminary plat, or the final plat.

- (12) Highways, Roads, & Streets. A dedicated public right-of-way, which provides vehicular and pedestrian access to adjacent properties.
- (13) Staff. The Director of Public Works or their appointed designee.
- (14) Street. A dedicated public right of way, which provides vehicular and pedestrian access to adjacent properties.
- (15) Street, Dead-end. A street, similar to a cul-de-sac, but providing no turnaround at its closed end.
- (16) Sub divider. A person, firm or corporation undertaking to develop a subdivision as defined in these regulations.
- (17) Subdivision. The division of a parcel of land into two (2) or more lots or parcels for the purpose of transfer of ownership or building development. However, a division of land for agriculture purposes into lots or parcels of ten (10) acres or more not involving a new street is not a subdivision.

SECTION 3. PRE-APPLICATION CONSIDERATION

3.1 Procedural Requirements

- A. Whenever any subdivision of a tract of land is proposed to be made, the sub divider or his agent may submit to the Staff sketch plans and data concerning existing conditions within the site and in its vicinity, and which shall convey the intentions of the sub divider as to the proposed layout and type of development.
- B. No fees shall be collected for Pre-Application Consideration, the purpose being to acquaint the sub divider with city and county plans and policies in effect that would be significant to the proposed subdivision.

3.2 Plat Specifications

In conjunction with a pre-application conference with the staff, whether optional or required, the sub divider shall provide the following information:

- A. Vicinity Map - The vicinity map, covering a radius of one-half (1/2) mile of the proposed plat at a scale of 1" = 2000' shall generally locate arterial streets and highways, section lines, railroads, schools, parks, and other significant community facilities. Where possible, the north direction of the vicinity map shall correspond to the north direction of the plat.
- B. Sketch Plan - The sketch plan, on a current topographic survey, (geodetic) shall show in simple sketch form the proposed layout of streets, lots, and other features and their relationship to the surrounding development patterns.
- C. Written Information - Written information, informally submitted, shall generally include the following: The applicant's name and address, the agent, acreage in the tract, area allocated to each land use, proposed bills of assurance, cultural and natural features of the site, and anticipated subdivision characteristics including the approximate number of lots, average lot size, location of street rights-of-way and easements and proposed infrastructure improvements.
- D. Fees and Forms - No application fees or special forms are required.

SECTION 4. PRELIMINARY PLAT REQUIREMENTS

4.1 Application for Certificate of Preliminary Plat Approval Whenever a subdivision or large scale development is proposed to be made and before any sale of lots located in said subdivision as a whole or any part thereof is made, or before building permits are approved, the sub divider shall first submit to the staff an application for a Certificate of Preliminary Plat Approval which shall consist of:

- A. A letter of request, including requests for any waivers from the regulations contained herein.
- B. Plats, plans and data as specified in Section 4.8, concerning existing conditions within the site and its vicinity and which shall convey the intentions of the sub divider as to the proposed layout and type of development.
- C. A filing fee as specified in Section 10.

4.2 Staff Review

The staff and other appropriate City and public agency staff shall review the proposed subdivision for conformance with this regulation. In its review, staff shall take into consideration the requirements of the community and the use of the land being subdivided and may offer suggestions concerning changes they feel would enable the project to meet the purpose and intent of this Subdivision Regulation. Particular attention shall be given to width, arrangement and location of streets, utility easements, drainage, lot sizes and arrangements and other facilities such as parks, playgrounds or school sites, public buildings, parking areas, and arterial streets, and the relationship of the proposed subdivision to adjoining, existing, proposed and possible subdivision of lands.

- A. The City staff shall distribute copies of the preliminary plat to other City departments with the request that their recommendations for either approval or disapproval be provided in writing. Such recommendations shall be forwarded to the staff and thence to the Subdivision Committee along with the staff's own recommendation.

4.3 Subdivision Committee Review

- A. The Subdivision Committee of the Planning Commission shall review the preliminary plat along with the agencies and staff recommendations and then shall submit its recommendation accompanied by a copy of the staff's recommendation to the full Planning Commission for final action.

4.4 Planning Commission Action

- A. The Planning Commission shall review preliminary plats at its regularly scheduled monthly meeting at which time interested persons may appear and offer evidence in support of or against such preliminary plat. The Planning Commission shall then approve, conditionally approve, deny or defer the plat. Notification of decision and reason shall be provided in writing to the sub divider within ten (10) working days following of the Planning Commission's meeting.

4.5 Approval of the Preliminary Plat

- A. A preliminary plat approved by the Planning Commission shall be effective and binding upon the Commission for a period not to exceed twelve (12) months or as long as work is actively progressing, at the end of which time the final plat application for the subdivision or an extension request must have been submitted to the Director of Public Works. The Planning Commission delegates authority to the Director of Public Works to approve one (1) six (6) month extension if uncontrollable events have delayed work and if, in the opinion of the Director of Public Works, sufficient effort has been made to meet the initial deadline. Any plat not receiving final approval or an extension with the period of time set forth herein or otherwise not conforming to the requirements of this regulation, shall be null and void, and the developer shall be required to submit a new plat of the property for preliminary approval subject to all zoning restrictions and subdivision regulations.
- B. Approval of the preliminary plat shall be accompanied by a Certification of Preliminary Plat Approval executed by the Director of Public Works. Such approval authorizes the sub divider to proceed with preparation of an application for final plat approval.
- C. Receipt by the sub divider of the executed Certificate of Preliminary Plat Approval is authorization to proceed with the preparation of necessary construction plans and specifications and thence the installation of required public improvements. The sub divider shall build all public streets, drainage, and other utility improvements to the specifications of the construction plans approved by the City's Department of Public Works. Construction work shall be subject to on-site inspections by the City to verify conformance with the approved construction plans.

4.6 Disapproval of the Preliminary Plat

- A. A disapproved Preliminary Plat may be resubmitted. The plat shall be submitted to the Director of Public Works for review as outlined in this regulation for an original preliminary plat submission.

- B. The Harrison Director of Public Works may forego those steps in the review process of a resubmitted plat found to be redundant but in each case the steps outlined in 4.3, 4.4, and 4.5 shall be adhered to.

4.7 Approval of a Preliminary Plat

Approval of a Preliminary Plat shall be governed by the following qualifications:

- A. At least one copy of the approved Preliminary Plat shall be retained in the Commission's files, one copy retained in the files of the Department of Public Works, and one copy endorsed with the Certificate of Preliminary Plat approval shall be returned to the sub divider.
- B. Approval of a Preliminary Plat is only tentative pending submission of the Final Plat. Building permits will not be issued until a Final Plat has been submitted and approved.

4.8 Preliminary Plat Application Requirements

Specific submission requirements include the following materials:

- A. Application Form - A subdivision application form providing the following information shall be completed by the applicant and submitted to the Harrison Public Works Office. The application form and preliminary plat shall be filed with the Public Works Department no later than 21 calendar days preceding the regularly scheduled Planning Commission meeting date at which the preliminary plat is to be considered.
 - 1. Proposed name of subdivision.
 - 2. Proposed type of subdivision.
 - 3. Name and address of owner of record.
 - 4. Name and address of subdivider.
 - 5. Linear feet of streets.
 - 6. Average size of lots and minimum lot size.
 - 7. Number of lots.

8. Location of the tract by legal description giving acreage to the nearest one-tenth of an acre, date of survey, and Surveying Certificate.
 9. Existing and proposed covenants, restrictions, and zoning classifications.
 10. Proposed open space.
 11. Source of water supply and summary outline of water improvements.
 12. Where wastewater disposal is to be accomplished by extending Wastewater Utility Facilities, this circumstance shall be indicated and a summary of improvements outlined. "Capacity studies will be required where the receiving collections system is at or near capacity," as determined by The Department of Public Works.
 13. Letter of certificates of approval or disapproval from City, County, or State agencies. Such material shall be obtained by the sub divider.
 14. A summary outline of drainage improvements.
 15. A summary outline of erosion control during construction.
 16. Such further information as the sub divider wishes to bring to the attention of the Planning Commission.
- B. Vicinity Map - The vicinity map shall cover an area within a radius of one-half (1/2) mile of the proposed subdivision at a scale of 1" = 2000'. The drawing shall generally locate arterial streets, highways, section lines, railroads, schools, parks, and other significant community facilities; and, if possible, shall be incorporated on the preliminary plat.
- C. Preliminary Plat - Seventeen (17) black or blue line prints of the preliminary plat, clearly and legibly drawn, shall be submitted on white paper no larger than twenty-four (24) inches by thirty-six (36) inches and no smaller than eight and one-half (8-1/2) inches by eleven (11) inches. Extra large plats may be submitted on more than one conforming sheet. Plat scale shall be no less than 1" = 40' for plats up to and including ten acres and 1" = 100' for plats larger than ten acres, except where a smaller scale may be deemed appropriate by the staff. The preliminary plat shall be identified by the name of the subdivision, and shall include:

1. Proposed design including streets, alleys and sidewalks with proposed street names, lot lines with approximate dimensions, service easements, land to be reserved or dedicated for public uses, and land to be used for purposes other than residential.
2. Minimum building front yard setback lines for commercial/office, industrial, manufactured home park and residential subdivisions, and all setback lines for apartment and townhouse development.
3. Contour intervals to sea level datum, of at least two (2) feet.
4. Natural features within and immediately surrounding the proposed subdivision including drainage channels, bodies of water, existing wooded areas to be used as buffers, and other significant features. On all watercourses leaving the tract, the direction of flow shall be indicated, and for all watercourses entering the tract, the drainage area above the point of entry shall be noted.
5. Topographic features within and immediately surrounding the proposed subdivision including existing and platted streets, bridges, culverts, utility lines, pipelines, power transmission lines, all easements, park areas, structures, city and county lines, section lines and other significant information including established noise zones emanating from any general, commercial, or military air fields.
6. Preliminary storm drainage analysis showing drainage data for all watercourses entering and leaving the plat boundaries. The storm drainage analysis shall be prepared in sufficient detail to illustrate the proposed system's capability of accommodating a not less than one in twenty-five year rainfall (except in the central business district where a one in fifty year rainfall design will be used). Preliminary storm drainage plan incorporating proposed easement dimensions and typical ditch sections.
7. Date of survey, north point and graphic scale.
8. Any portion of property within the 100-year flood plain, based upon the most recent available calculations of the U.S. Army Corps of Engineers, or appropriate federal agency. The Flood panel number and date shall be shown on the plat along with the 100 year flood plain and floodway elevation contours for identification of the flood plain and floodway limits within the plat.

9. Names of recorded subdivisions abutting the proposed subdivision.
10. For residential plats, names of owners of unplatted tracts abutting the proposed subdivision and the names of all owners of platted tracts.

For commercial, office and industrial plats, names of owners of all lands contiguous to the proposed subdivision.

For both residential and commercial subdivisions, names of all owners of landlocked parcels contiguous to or within the plat boundaries.

11. Exact boundary lines of the tract indicated by a heavy line giving dimensions, angles and at least one (1) bearing.
12. Zoning classifications within the plat and abutting areas if applicable.
13. Municipal boundaries that pass through or abut the subdivision.

D. Engineering Analysis

1. Street profiles shall be included showing existing and proposed elevations along center lines of all roads drawn at a horizontal scale of 40' to the inch and a vertical scale of 4' to the inch, or as otherwise allowed by the Department of Public Works. Such profiles shall be prepared by an engineer registered to practice in the State of Arkansas.
2. At the option of the Director of Public Works, street cross sections of all proposed streets shall be included at a minimum of one hundred foot (100) stations as follows: On a line at right angles to the centerline of the street, said elevation points shall be at least at the centerline of the street, at each property line and at points twenty-five (25) feet inside each property line.
3. Flood plain Analysis - Where a portion of a plat is suspected to be flood prone, and the U.S. Army Corps of Engineers information is not available, an engineering analysis shall be required by the Planning Commission. Such analysis shall determine to the best of the engineer's ability a safe building line and shall be clearly and legibly drawn on the preliminary plat.
4. Soils Test - Soils test may be required by the Planning

Commission where it is suspected that soil conditions may affect structural or operational aspects of the facilities to be constructed. Such circumstances may include the stability of slopes, foundation conditions, and potential hazards created by deep cuts and fills required for street or utility construction and similar situations.

E. Certificates, Fees and Bills of Assurance

1. Preliminary Plat Certificates - Each preliminary plat submitted to the Planning Commission shall carry the following certificates as appropriate:

a. CERTIFICATE OF SURVEYING ACCURACY

I, _____, hereby certify that this plat correctly represents a boundary survey made by me and all monuments shown herein actually exist and their location, size, type and material are correctly shown.

Signed

_____ Date of Execution	_____ Name, Professional Land Surveyor No. ____, Arkansas
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b. CERTIFICATION OF PRELIMINARY ENGINEERING ACCURACY

I, _____, hereby certify that this plat correctly represents a plat made by me, and that engineering requirements of the Harrison Subdivision Rules and Regulations have been complied with.

Signed

_____ Date of Execution	_____ Name, Registered Engineer No. _____, Arkansas
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c. CERTIFICATE OF PRELIMINARY PLAT APPROVAL

All requirements of the Harrison Subdivision Rules and Regulations relative to the preparation and submittal of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted, subject to further provisions of said Rules and Regulations. This Certificate shall expire _____.

Signed

Date

Date of Execution

Chairman, Harrison Planning Commission

Director, Harrison Dept. of Public Works

2. Fees - Filing fees for preliminary plats shall be those established by City Ordinance by the City Council of the City of Harrison, Arkansas.
3. Bill of Assurance - A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to a property shall be submitted for review at the time of preliminary plat review.
4. Site Construction - Site preparation, including clearing and grading, shall not commence on the development site prior to approval of the preliminary plat by the Planning Commission and approval of an erosion control plan by the Director of Public Works. Construction of streets, drainage, utilities and other public improvements shall not commence prior to the approval of streets, drainage and utility plans by the Director of Public Works.
5. Home Owners' Association - The rules governing any proposed Homeowners' Association will be submitted along with any other private agreements governing the maintenance of detention ponds, street lights, or other common areas or fixtures.

SECTION 5. FINAL PLAT REQUIREMENTS

5.1 Application for Approval of the Final Plat

- A. Whenever the provisions of these rules and regulations have been complied with and while the Certificate of Preliminary Plat Approval is in effect, the subdivider may submit to the Harrison Public Works Department an application for review and approval of the Final Plat, which shall consist of:
 - 1. A letter of application requesting review and final approval of the plat.
 - 2. The Final Plat and other documents as specified in Section 4.8.

5.2 Approval of the Final Plat

- A. Whenever a final plat has been submitted to the Public Works Department, which is in conformity with an approved preliminary plat and the provisions of Section 4.8, the Public Works Director shall be authorized to approve and take action on the plat. If there are significant variations from the preliminary plat or other significant matters of fact, the Director of Public Works may elect to have the final plat considered for approval by the Planning Commission at its regular monthly meeting. The Public Works Director shall notify the Commission, at the regular meeting, of all subdivisions given final plat approval by the staff.
- B. The Director of Public Works need not take action on any application received less than twenty-one (21) days before the next regularly scheduled meeting of the Planning Commission.
- C. Failure of the staff or Planning Commission to act within fifty-one (51) days of receipt of the application shall be deemed approval of the Final Plat and waives all further plat requirements of these rules and regulations. Such failure to act shall be so noted by the staff on the Plat to be filed for record.
- D. If a Final Plat is disapproved by the Planning Commission and or Director of Public Works, the applicant shall be so notified in writing within five (5) working days of the Commission action and the reasons therefore shall be enumerated.
- E. Final Approval of the Final Plat shall be indicated by the execution of a Certificate of Final Plat Approval on the Plat.

- F. The Commission or the Public Works Director may execute a Certificate of Final Plat Approval when the City Clerk or the Director of Public Works has determined that the City has received one of the following:
1. A certificate submitted by the sub divider and Registered Engineer of record and approved by the Director of Public Works, stating that all improvements and installations to the subdivision required for its approval under the terms of these rules and regulations have been completed in accordance with these specifications; or upon completion of all utilities, curbs and gutters, and street sub base and a performance bond and/or irrevocable letter of credit approved by the Director of Public Works and City Attorney. This bond and/or letter of credit shall:
 - a. Run to the City.
 - b. Be in an amount determined by the Director of Public Works to be 1-1/2 (one and one half) times sufficient to complete the improvements and installations for the subdivision in compliance with these rules and regulations,
 - c. Be with surety by a company entered and licensed to do business in the State of Arkansas, and
 - d. Specify the time for the completion of the improvements and installations or expiration of the letter of credit or bond.
 2. A cash deposit or a cash escrow deposited with an agent approved by the Commission in an amount, as determined by the Director of Public Works, equal to 1-1/2 (one and one half) times the amount necessary to complete the improvements and installations for the subdivision in compliance with these rules and regulations. Such cash deposit may be withdrawn in direct proportion to the amount of work completed as approved by the Commission.
- G. Approval of a Final Plat by the Commission or staff shall not be deemed acceptance of any of the dedications shown on the plat.
- H. Upon completion of the installation of the improvements required by these rules and regulations, the sub divider shall present to the Director of Public Works one complete set of the “as built” construction plans and drawings showing the subdivision and its improvements. This set of plans and drawings shall include:
1. Plans of all streets and alleys showing the location of all utility lines.

2. Centerline profiles of all streets.
3. Profiles or invert elevations of all storm and sanitary sewerage lines as such improvements shall have actually been installed by the sub divider.
4. A letter submitted by a Professional Engineer certifying that all improvements and installations have been made in accordance with the submitted construction plans and drawings and the standards established by the City or the County, and said improvements and installations are functioning properly.
5. Plan of water line improvements.

5.3 Staging

The sub divider may, with the permission of the Director of Public Works, and in conformance with the provisions of Section 5 of this regulation, seek final approval for only a portion of the property for which the preliminary plat was approved. For residential plats such stages shall contain at least three (3) lots of the approved preliminary plat seeking final plat approval. The Director of Public Works may require a performance bond for the public improvements (per Paragraph 5.2.F.1) be in such amount as is commensurate with the stage of the plat being filed and may defer additional performance bond requirements until additional stages of the plat are offered for filing.

5.4 Final Plat Application Requirements

- A. General - Submission for certification of final plat approval shall consist of one reproducible print plus (8) eight copies showing all certificates as specified in 5.4.D. below, and with the Certificate of Owner, Certificate of Engineering and Certificate of Surveying Accuracy being executed. The final plat application shall also be accompanied by an electronic version of the plat in a format compatible with the most current version of AutoCAD®. Planometrics (as built) of the subdivision improvements are to be included. The final plat shall be clearly and legibly drawn in black ink on suitable tracing material at the same scale and dimensions used for the approved preliminary plat. The Final Plat shall conform to the preliminary plat, and it may constitute only that portion of the approved preliminary plat, which the sub divider proposes to record and develop at any one time, provided that such portion conforms to the requirements of these rules and regulations. Four (4) copies of final plat after approval and recordation shall be returned to the Code Enforcement Office for distribution to City Departments.

B. Final Plat - The final plat shall indicate the following information:

1. Name and address of owner of record and sub divider.
2. Name of subdivision.
3. Date of the plat, north point, and graphic scale.
4. Name of all streets.
5. True courses and distances to the two nearest established section corners or bench marks or other corners of record, which shall accurately describe the location of the plat.
6. Exact boundary lines of the tract indicated by a heavy line, or other acceptable control traverse, giving dimensions to the nearest tenth or hundredth of a foot and bearings to the nearest minute, or second in order to achieve an unbalanced error of closure of at least one in five thousand.
7. Streets and alleys within and abutting the subdivision, with street names indicated.
8. Street right-of-way lines showing angles of deflection or bearing, angles of intersection, and radii.
9. Source of title giving deed record book and page number or instrument number.
10. Lot lines with dimensions to the nearest tenth or hundredth of a foot, bearings and angles sufficient to reproduce the survey, and radii of rounded corners.
11. Building setback lines with dimensions. The lot width at the building line shall be shown when required by the commission.
12. Lot and block numbers together with all street and/or 911 addresses.
13. Easements, buffer strips and public service utility rights-of-way lines giving dimensions, locations and purpose.
14. Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition with the purpose indicated thereon; and of any areas to be reserved by deed covenant for common use of all property owners.

c. CERTIFICATE OF ENGINEERING ACCURACY

I, _____, hereby certify that this plat correctly represents a plan made by me, and that the engineering requirements of the Harrison Subdivision Rules and Regulations have been complied with.

Signed

Date of Execution

Name, Professional Engineer No. __, Arkansas

d. CERTIFICATE OF SURVEYING ACCURACY

I, _____, hereby certify that this plat correctly represents a boundary survey made by me and boundary markers shown hereon actually exist and their location, type and material are correctly shown.

Signed

Date of Execution

Name, Professional Land Surveyor No. __, Arkansas

e. CERTIFICATE OF FINAL APPROVAL

Pursuant to the Harrison Subdivision Rules and Regulations, and all of the conditions of the approval having been completed, this document is hereby accepted. This Certificate is hereby executed under the authority of said Rules and Regulations.

Signed

Date of Execution

Harrison Planning Commission

Harrison Department of Public Works

2. Fees - Filing fees for final plat shall be those established by City Ordinance by the City Council of the City of Harrison.
3. Bill of Assurance - The Bill of Assurance shall be submitted to the staff for review and approval with the final plat. Such document

shall incorporate the same provisions as those filed with the preliminary plat, including but not necessarily limited to the following: offering dedications of streets and alleys, parks and other lands; establishing easements, setting forth privileges and conditions pertaining thereto, and setting forth the restrictions and covenants of the subdivision; and setting forth procedures by which amendments to the Bill of Assurance can be made. Said Bill of Assurance shall contain reference to the approval of the final plat.

4. Where minimum floor elevations are required to be placed on the final plat, the source of the information by which the elevation was obtained shall be shown on both the plat and contained in the Bill of Assurance.

SECTION 6. COMBINED PRELIMINARY AND FINAL PLAT PROCEDURE

6.1 Submission of Combined Application

Based upon the preapplication procedure, and for minor subdivisions and lot splits, where no public purpose would be served by separate steps, a combined preliminary and final plat procedure may be authorized in the following circumstances and in conformance with the requirements and standards specified herein.

A. Minor Subdivisions

1. Authorization - The staff may authorize a combined preliminary and final review procedure for minor subdivisions. All plats submitted as minor subdivisions shall require review and approval by the Planning Commission.
2. Definition - In order to qualify as a minor subdivision, a proposed subdivision must meet the following requirements:
 - a. The proposed plat does not create more than ten (10) lots, tracts or parcels of land.
 - b. The proposed plat does not involve dedication of public street or access easement through rather than adjacent to the lot, tract or parcel proposed for subdivision.
 - c. All required public utilities are existing.
3. Review and Approval - Request for minor subdivision approval shall be made by the owner of the land to the Department of Public Works twenty-one (21) days prior to the next regularly scheduled Commission meeting date. Subdivision requirements shall be the same as those required for final plat. The Subdivision Committee and the Planning Commission shall review the plat at their next regularly scheduled monthly meeting. If the final plat is in conformance with the objectives and standards of this regulation and all required information is contained thereon, the Planning Commission and the Director of Public Works shall certify their approval of the plat, making proper notation on the original tracing of said plat, and permit the plat's recording in the Office of the Circuit Clerk.

Lot Splits and Recombination's

- A. General Intent and Definition - The Planning Commission hereby delegates to and designates the Public Works Director the authority for approving or disapproving lot splits where a single lot, tract or parcel is being split into two lots meeting minimum lot requirements or where existing lot lines are proposed to be readjusted. Such authority shall be exercised in accordance with the following regulations.
- B. Application Procedure - Request for lot split approval shall be made by the owner of the land to the Department of Public Works. Eight (8) copies of a drawing to scale of the lots involved if there are no structures thereon, or if the structures are located on any part of the lot being split, four (4) copies of a survey of the lot(s) and the location of the structure(s) thereof, together with the precise nature, location and dimensions of the split, shall accompany the application.
- C. Approval Guidelines - Approval or disapproval of lot splits shall be given based on the following guidelines:
1. No new street or alley is required.
 2. No vacation of streets, alleys, setback lines, access control or easements is required or proposed.
 3. Such action will not result in any significant increases in public service requirements, nor will interfere with maintaining existing public service levels.
 4. There is adequate street right-of-way as required by these regulations and the Master Street Plan.
 5. All easement requirements have been satisfied.
 6. All lots created by such split or readjusted shall have direct access to a public street according to the provisions of these regulations.
 7. No substandard sized lots or parcels shall be created.
 8. Such action will not result in a lot being split into more than two (2) tracts.
- D. Approval - The Public Works Director shall, in writing, either approve, conditionally approve, or disapprove the proposed lot split within thirty (30) days of application. If approved, and after all conditions have been met, the Director shall sign and furnish a certified copy thereof and it shall

be submitted by the applicant for recordation with the Circuit Clerk. Two copies of the final recorded plat shall be furnished by the applicant to the Department of Public Works.

- E. Plat Specifications - The final plat for minor subdivision or lot-splits shall be prepared on accepted tracing material or Mylar film at a scale of 1" - 40' or larger and shall conform to all requirements for submission of a regular final plat as outlined in Section 5.
- F. Fees - The applicant shall submit all necessary fees and meet all submittal requirements at the time of the filing as described in Section 5 of this regulation.

SECTION 7. GENERAL PRINCIPLES

In addition to the specific requirements for improvements and their design, the following general principles, shall guide the staff, the Subdivision Committee, and the Planning Commission in their review of proposed development and subdivision of land.

7.1 Suitability of the Land

- A. Land subject to flooding, improper drainage, and erosion, and any land deemed by the Director of Public Works and/or the Planning Commission to be topographically or otherwise unsuitable for residential use shall not be platted for residential occupancy nor shall such land be platted for any other uses as may continue such conditions or increase danger to health, safety, life or property unless steps are taken to diminish the above-mentioned hazards.
- B. Such land within a proposed subdivision not detrimental to the development of the subdivision shall be set aside for uses as shall not be endangered by the conditions set forth in Section 7.1.A.

In particular, land within the 100 year flood plain as defined by the U.S. Army Corps of Engineers or the appropriate federal agency shall not be platted unless the subdivider shall incorporate such improvements as will render the area substantially safe for development and in accordance with all flood plain regulations.

- C. Adequacy of Public Facilities and Services - Land which is neither provided, nor programmed by the City within the corporate limits to have adequate water, sanitary sewer services or storm drainage facilities shall not be subdivided for purposes which require such services unless the developer provides such services.
- D. Subdivision and Street Names - The proposed name of subdivision and streets shall not duplicate, or too closely approximate phonetically, the name of any street or subdivision in the area covered by these regulations. The Harrison Fire Department shall review and have final authority to designate street and subdivision names.
- E. Street Addresses - Provided by the Harrison Fire Department.
- F. 911 Addresses - Provided by the Harrison Fire Department/911 Department.

7.2 Access

- A. Every subdivision shall be served by a publicly dedicated street, every lot or parcel within a subdivision shall have direct access to a public street.

7.3 Conformance to Municipal Plans

- A. All proposed subdivisions shall conform to the Comprehensive Plan in effect at the time of submission to the Commission.
- B. All highways and street right-of-ways, and other features of the Master Street Plan, shall be platted by the subdivider in the location and the dimension indicated on the Master Street Plan or as approved with Section 9.1.A.2.a of these regulations.
- C. Where such features of the Municipal Plan other than streets are located in whole or in part in a proposed subdivision, such planned features shall be reserved by the subdivider for a period of ninety (90) days from the date of submission of the preliminary plat. At the end of ninety (90) days, if the public body responsible for acquisition of such area has not purchased, condemned or optioned the land, such reservation shall be automatically voided permitting the land to be developed in a manner suitable to the subdivider subject to the provisions of these rules and regulations.
- D. The Commission shall waive the above mentioned platting and reservation requirements of Section 7.3.B and 7.3.C whenever the public body responsible for land acquisition executes a written release stating that such planned feature is not to be acquired.
- E. The Commission may disapprove plats when such planned features, as specified by the Comprehensive Plan, are not incorporated into the plat.

7.4 Zoning or Other Regulations

- A. No Final Plat of land within the force and effect of an existing zoning ordinance shall be approved unless it conforms to such ordinance. Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in zoning regulations, building code, or other official regulations or ordinance the most restrictive shall apply.
- B. When rezoning is required to bring a proposed subdivision into conformance with the authorized land use, such action shall be initiated by the applicant prior to or simultaneously with the request for subdivision approval.

7.5

Large Tracts or Parcels

- A. When land is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged and designed so as to allow for the opening of future streets and to provide access to those areas not presently served by streets.

SECTION 8. DESIGN REQUIREMENTS

8.1 Streets

- A. Streets shall be related approximately to the topography so as to produce useable lots and streets of reasonable gradient. Street grades shall conform as closely as possible to the original topography. Combinations of steep grades and curves shall be avoided. Gutter grades shall be no less than 0.5 percent nor greater than 10 per cent. Minimum grade should be 0.5 percent (concrete).
- B. The proposed street layout should be appropriate for the type of development proposed and properly integrated with the street system in the area adjoining the subdivision. The layout shall also conform to the existing and proposed land uses and the most advantageous development pattern for the surrounding area.
- C. Proposed through streets shall be extended to the boundary lines of the tract to be subdivided.
- D. Every subdivision shall be served by an adequate system of publicly dedicated streets or their private counterparts as specified herein. All public streets within the subdivision shall be located, platted and dedicated to the City or the County in accordance with the standards and procedures outlined in these regulations.
- E. New perimeter half-streets shall not be allowed.
- F. Subdivisions that adjoin existing streets shall dedicate additional right-of-way to meet the minimum right of way width requirements from each side of the centerline.
- G. Proposed through streets shall be extended to the boundary of the tract to be subdivided and a temporary cul-de-sac shall be constructed to be removed when the street is extended beyond the property.
- H. Rights-of-Way
 - 1. Residential streets: 50 feet
 - 2. Collector streets: 60 feet
 - 3. Arterial streets: 80 feet
- I. Pavement Widths
 - 1. Residential streets: 27 feet back of curb to back of curb
 - 2. Collector streets: 35 feet back of curb to back of curb

3. Arterial streets: 60 feet back of curb to back of curb

J. Cul-de-sac

1. Cul-de-sacs and dead end streets shall be provided with either a Hammerhead or cul-de-sac in accordance to Appendix D of the International Fire Code
2. Maximum length: 1,000 feet

8.2. Functional Classification

The City of Harrison has adopted Arkansas Statute Act 308 of 1973, which establishes a uniform definition of the functional classification of streets and roads. This regulation incorporates the appropriate parts of Act 308.

8.3 Intersections and Alignments

- A. Street intersections shall be as nearly at right angles as possible, and no intersection shall be at an angle less than sixty (60) degrees.
- B. Curb line radius at street intersections shall be at least thirty (30) feet and where the angle of street intersection is less than ninety (90) degrees, the Commission may require a greater radius. Property line radii shall be concentric with the curbside.
- C. Street jogs with centerline offsets of less than one hundred and twenty-five (125) feet shall not be permitted.
- D. Intersections shall be designed with grades as level as possible consistent with proper provisions for drainage. In approaching intersections, the leveling area shall have a grade not exceeding five (5) per cent for a distance of not less than thirty (30) feet measured from the nearest curb or edge of the pavement.
- E. Additional street paving and/or right-of-way in the form of turning lanes may be required by the Department of Public Works where heavy traveled traffic is anticipated.
- F. Where visibility at any proposed street intersection would be impeded by earthen berms, banks, or existing vegetation, the developer shall cut such ground and/or vegetation in conjunction with the grading of the street right-of-way sufficient to provide adequate sight distance.
- G. Street intersections shall be located to avoid creating hazardous driving conditions.

8.4 Utility and Drainage Easements

Utility and drainage easements for poles, wires, conduits, storm sewers, sanitary sewers, gas lines, water lines and similar purposes shall be provided where required by the utilities or the Department of Public Works. Easements shall be of sufficient width to provide for installation, access and maintenance of the facility or service. Such easements shall be not less than 10 feet on either side of the rear and side lot line. The specific location of easements not uniform in width and parallel to lot lines must be shown by dimensions. Easements for open drainage channels, streams, creeks and similar waterways shall be of sufficient width to provide the required waterway cross sectional area plus access for maintenance. A minimum of 15 feet on both sides may be required for access and maintenance. The minimum width shall be 25 feet. No encroachments of any type shall be permitted in open drainage channels. Vehicle and equipment access for maintenance shall be provided when required by the Director of Public Works.

1. No building may be erected over or in an easement. No encroachments of any type shall be permitted in open drainage channels.
2. All vehicular access easements shall be clearly indicated on the plat and properly dimensioned according to the requirements of this regulation.

8.5 Lots

- A. Every lot shall abut upon a public street. The size, shape and orientation of lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated.
- B. Minimum lot dimensions shall conform to the requirements of the Zoning Ordinance for the applicable zoning district within the city limits. Outside the City but within the planning jurisdiction the following minimum lot dimensions shall prevail:

	<u>Width</u>	<u>Depth</u>
Single Family Detached Residential	60 ft.	100 ft.
Duplex	70 ft.	100 ft.
Apartment Bldg. (4 units or less)	100ft.	100 ft.

1. Zero-Lot-Line Residential Lots - Submission of a plat creating a zero-lot-line development shall be accompanied by a generalized site plan showing the proposed locations and dimensions of all buildings, accessory uses and other improvements. Such lots shall be not less than 50 feet wide nor 100 feet in depth with a minimum overall size of 5,500 square feet. Platted building lines shall be

shown on all sides of each lot. Platted building lines shall conform to building locations shown on the generalized site plan.

- C. No residential lot, in general, shall be more than three (3) times as deep as it is wide nor shall any lot average less than 100 feet in depth. Lot width shall be measured at the building line except in the case of lots abutting cul-de-sac where the average width of the lot shall be used.
- D. Lots served by a public water system and proposed to be served by a septic tank system must submit at the time of preliminary plat filing a written certification of approval by the Arkansas State Department of Health. The lot sizes allowable by this certification shall be indicated on the plat.
- E. Side lot lines shall be at right angles to street lines or radial to curving street lines unless a variation from this regulation will give a better street or lot plan or allow better utilization for conservation of energy.
- F. Corner lots for residential use shall have a minimum width of seventy-five (75) feet to accommodate the required building line on both streets and to assure adequate visibility for traffic safety.
- G. Pipe-stem-lots may be permitted in residential subdivisions provided that the stem or narrowest part of such a lot shall not be less than twenty (20) feet in width or have a length of more than two hundred (200) feet.

8.6 Platted Building Lines and Buffers

- A. Building lines for residential lots shall be a minimum of twenty-five (25) feet from each street property line. The Planning Commission may grant waivers to this requirement when it can be demonstrated that no threat to health and public safety exists and adequate right-of-way exists for all present or future municipal purposes. County building lines will be adhered to where appropriate.
- B. Multi-family (more than 4 units) subdivisions abutting single family subdivisions or areas zoned for single family use shall protect such areas from potential nuisance by providing a minimum twenty-five (25) foot buffer strip between buildings and the common property line on side and rear yards and a minimum fifteen (15) foot buffer strip between drive/parking areas and the common property line on side and rear yards. In those instances where drives or parking areas are proposed to be located between a building and the common property line, the building shall be forty (40) feet from the common property line. If ground cover and trees are sparse or have been removed, the buffer strip shall be replanted with cover of the type natural to the area. No building, outside storage areas, or

sanitation equipment shall be permitted within the buffer strip. Areas which are rezoned or redeveloped to multi-family use, and which abut a previously platted single-family development shall erect a six (6) foot fence of opaque nature. The fence shall be of wood, metal or masonry and extend along the entire common property line.

8.7 Sidewalks

- A. Sidewalks, shall be required where the density of the subdivision is 2 units and above per acre and shall be a minimum of four (4) feet wide and 4” thick of 2500 psi concrete over 4” of base. A grass strip 2 feet wide shall separate the back of the street curb from the sidewalk, see typical residential street cross section wide and shall be installed within the dedicated right-of-way adjacent to the curb line, except where otherwise specified in this section and except where the land is topographically unsuited for the construction of sidewalks.
1. Where ever sidewalks are required, curb and gutter will also be required.
 2. The Planning Commission may, at its option, require five (5) foot sidewalks in conjunction with commercial subdivision approvals or in other places of public assembly, or anticipated heavy pedestrian traffic volumes.
 3. Sidewalks are required on both sides of major and minor arterial streets; on one side of collector streets; on both sides of streets platted for multi-family development; and on one side of residential streets.
 4. Sidewalks shall be constructed to permit wheelchair access at street intersections.

8.8 Storm Drainage - General Provisions

- A. Every subdivision shall make adequate provision to accommodate or dispose of storm water by means of drains, sewers, catch basins, culverts, and other facilities deemed necessary by the Department of Public Works. Computations shall be provided on a separate D size drawing incorporated within the construction plans. No work shall begin until plans are approved by the Director of Public Works. Plan approval shall be based on the requirements of the approved preliminary plat and other applicable city standards.
1. Every subdivision shall make adequate plans and provisions to accommodate, control, and dispose of storm water by means of drains, sewers, catch basins, culverts, detention facilities and other

facilities as deemed necessary by the Department of Public Works.

2. Facilities for storm drainage and detention of storm water shall be designed and constructed so as to control changes in the rate and character of storm water runoff onto adjoining property or downstream systems to that which existed prior to the development.
3. On-site detention facilities or other appropriate and approved means to control the increased runoff from development shall be incorporated in the subdivision drainage plans. For areas less than one square mile, the design of such facilities shall be based on a 1 in 25 year storm design frequency. For areas greater than one square mile, the design shall be based on a 1 in 50 year storm design frequency. In each case, a 1 in 50 year event will be investigated such as to insure no increases in said event. An emergency spillway will be provided on a 1 in 100 year frequency. On-site detention facilities shall be maintained by the sub divider, owner of record, or property owners association. Maintenance shall include removal of sediment when the basin's function is impaired, mowing, removal of debris, reseeding or resodding.

In instances where on-site detention is deemed inappropriate by the Director of Public Works based upon submission of proper proof by the engineer of record, on-site detention requirements may be waived by the Planning Commission upon recommendation by the Director of Public Works. Such waiver shall be due to local topographical or other physical conditions, land area limitations or inaccessibility to an existing drainage system for outlet control.

4. Storm water may not be diverted from one major watershed to another.
5. Any plat, area or lot shall have a flood plain statement indicating the panel number, date and 100 year flood contour on the final plat.
6. During construction of the subdivision and for a one year thereafter, the sub divider shall provide all necessary maintenance and erosion control measures to keep ditches and drainage systems free of debris and sediment. Appropriate erosion control measure shall include temporary or permanent seeding, sodding, mulching, staked straw bales, silt fences, temporary diversion ditches, silt basins, terracing and ditch checks. Prior to construction, an Erosion Control Plan prepared by a registered professional engineer shall be submitted to the Department of Public Works for review and approval. The Erosion Control Plan shall be designed

to:

- a. Disturb the least amount of vegetated area practicable to minimize erosion.
- b. Entrap all sediment on the property.
- c. Prevent tracking of mud and dirt by construction activity onto adjoining existing roadway.
- d. Establish ground cover at the earliest possible time.

B. Storm Drainage, Facility Design Specifics - Facilities for storm drainage should be designed and constructed so as to minimize increases in the rate of storm runoff onto adjoining property over that which existed prior to development.

1. Enclosed facilities for storm drainage shall be of adequate capacity, and designed in accordance with not less than a one in 25 year rainfall design frequency except in a Business District, where a one in 50 year rainfall design shall be used. Non-enclosed facilities shall be designed based upon a one in 50 year event. Developments where the area contributing runoff is less than 200 acres may be designed using the rational method for calculating runoff. Developments where the area contributing runoff is between 200 and 2,000 acres shall be designed using the U.S. Soil Conservation Services TR-55 Method (CN Procedure). Areas above 2,000 acres shall consider using HEC-1 procedures. Provisions shall be made for storm water emergency overflow in subdivisions having enclosed systems. This system is an above ground system consisting of swales or other drainage mechanisms with the capacity to carry excess water not carried by the underground system. This system shall have the capacity for a one in 100 years rainfall design frequency.
2. Storm water from upstream watersheds shall be transmitted through the proposed development by means of swales and/or storm sewer drains.
3. The bottom of drainage ditches shall be designed to eliminate possible erosion. Bottoms shall be sod, rock, or concrete, dependent upon velocities. All open drainage ditches shall have a concrete paved bottom and sides to a height sufficient to carry the design flow capacity. Major natural streams may be exempted from this requirement. Minimum bottom width shall be 2 feet with

maximum side slopes of 3:1. Open drainage ditches along property side lot lines shall not be permitted, unless approved by the Director of Public Works and only then in extraordinary circumstances.

4. The minimum allowable pipe size shall be fifteen (15") inch diameter, unless approved by the Director of Public Works.
5. All pipe culverts and box culverts shall have concrete headwalls at the inlet and outlet ends or flared end sections with concrete paved or grouted riprap slope protection if required for erosion control.

C. Storm Drainage, Street Related - Facilities for storm drainage shall be of adequate capacity, and designed in accordance with not less than a one in 25 year rainfall (except in the Central Business District, where one in 50 year design will be used). Provision shall be made for storm water emergency overflow in subdivisions having enclosed storm systems. This system is an above ground system consisting of swales or other drainage mechanisms with the capacity to carry excess water not carried by the underground system. This system shall have the capacity of a storm or a 100 year return frequency without inundating adjacent residences.

1. All roadway pavements shall be designed to eliminate cross flow of drainage across the pavement cross-section or crossing the crown of the street for a ten year event.
2. All street crowns on standard residential streets shall be six inches (6"), including a one inch (1") gutter sloped to the curb.
3. Pipe culverts crossing streets in city right-of-way shall extend to the right-of-way line. Box culverts and bridges which cross streets in city right-of-way need not extend to the right-of-way lines on each side but shall be of sufficient width to accommodate the required vehicle roadway section, shoulders and pedestrian walkways.
4. Curb inlets shall be designed to adequately accommodate the design storm volume of flow in the gutter and shall have a throat inlet capacity of 1.5 times the design gutter flow. Curb inlets shall be spaced so that at no point will the depth of water extend above the top of the curb. Maximum inlet spacing shall be 500 feet. Curb inlets will be designed to an H-20 structural roadway capacity.

D. Storm Drainage Easements.

1. Where a subdivision in a watershed greater than one square mile is traversed by a major watercourse, channel or stream, a storm drainage easement or drainage right-of-way and access for vehicle and equipment shall be provided. Such easement or right-of-way shall conform substantially to the lines of the watercourse as it enters and leaves the property and shall be of sufficient width and construction to provide design storm water capacity plus a minimum of 15 feet on each side for access and maintenance, provided that the Director of Public Works may waive access easement requirement for one side only.
 2. There shall be no encroachments into open drainage channels.
 3. No utilities, except for utility crossings, shall be allowed to encroach in defined drainage easements.
 4. Wherever possible, subdivisions shall be designed with utility easements on one side of lot lines and drainage easements on the other, to minimize fence and physical obstructions.
- E. Any area or lot which may be prone to local flooding shall have the lowest allowable finished floor elevation indicated on the final plat. This elevation shall be that corresponding to one foot above the flood elevation for a one in one hundred (100) year rainfall intensity and must be approved by the Director of Public Works.
- F. Storm water may not be diverted from one watershed to another within the plat boundaries. A major watershed is construed to be one that accumulates drainage on an area greater than one square mile.

SECTION 9. IMPROVEMENTS

9.1 Required Improvements

A. Every subdivider engaging in the subdividing and development of land as identified in this regulation shall be required to install, at his own expense, or to have installed by the appropriate public utility the following improvements:

1. Street Grading

- a. All streets shall be cleared and graded as approved by the Director of Public Works.
- b. Finished grades shall not exceed ten percent nor shall they be less than 0.5% when constructed of concrete, or 1 percent when constructed of asphalt.

2. Street Paving

- a. Street paving widths shall be in conformance with the requirements set forth in this regulation.
- b. Street pavements shall be installed according to standards adopted by this regulation and by the Director of Public Works.

3. Curbs and Gutters

Curbs and gutters shall be installed on all streets except as this regulation may direct.

4. Utility Lines

a. Water Supply

- (1) Where a public water supply is within a reasonable distance, the subdivider shall install or have installed a system of water mains and connect to such supply. A - service line and meter box to each lot shall be installed prior to the paving of the street. All extensions in water improvements to shall be in accordance to the existing rules & regulations entitled "Designed Materials and Construction specifications for Water and Sewer Facilities, City of Harrison Water and Sewer System", dated February 11, 1994 and revised August

22, 2000 and September 1, 2000.

- (2) Where a public water supply is not feasible for connection, each lot in a subdivision shall be furnished with a water supply system approved by the Arkansas Health Department.

b. Sanitary Sewage Disposal

- (1) Sewage disposal shall be via a connection to a public sanitary system where feasible and where not feasible each lot shall be approved by the Arkansas Health Department.
- (2) A connection to each lot on the public sanitary system shall be installed prior to street paving.
- (3) Such public sanitary sewerage system shall be installed prior to the installation of the street pavement. All extensions in Public Sanitation Sewage Improvements shall be in accordance to the existing rules and regulations entitled "Design Materials and Construction Specifications for Water and Sewer Facilities, City of Harrison Water & Sewer System" dated February 11, 1994, and revised August 22, 2000 and September 1, 2000.
- (4) Where a public sanitary sewerage system is not feasible for connection, each lot in a subdivision shall be furnished with a septic system approved by the Arkansas Department of Health.

c. Storm Drainage

- (1) Every subdivision shall be so designed as to meet the storm water drainage design and criteria outlined in these regulations and as approved the Director of Public Works.
- (2) All drainage facilities shall be so designed to serve the entire drainage area.

5. Monuments

- a. Permanent reference monuments shall be required on all

outside lines of the subdivision at angle points and points of curve or as required by the Director of Public Works. Such monuments shall be of steel 3/4" in diameter, 24" in length or other approved monument and shall be set flush with the ground in concrete.

- b. All lot corners shall be marked with metal pins not less than 3/8" in diameter and 16" long and driven so as to be flush with the finished grade.
 - c. All monuments shall be installed and certified as such by a professional surveyor after all improvements have been completed and accepted by the Director of Public Works.
6. Fire hydrants shall be placed so that no lot in a residential subdivision is more than five hundred (500) feet from a fire hydrant, the distance to be measured along street lines, provided water mains are available. All spacing to be in accordance to the Arkansas Fire Code, current adopted addition.
7. Street name signs shall be placed on diagonally opposite corners of each street intersection in conformance with standards adopted by the City.

SECTION 10. FEES

- 10.1 At the time of filing an application for preliminary plat approval, the subdivider shall pay to the City fees according to the following schedule:
- A. One hundred (\$100.00) dollars, plus
 - B. Where improvements are necessary, \$50.00 per lot to cover design review, construction inspection, and subdivision administration.
- 10.2 Fees shall be payable in advance of processing the plat.

SECTION 11. ASSURANCE FOR COMPLETION OF IMPROVEMENTS

11.1 Upon final approval of construction plans for required improvements, the subdivider shall enter into an agreement with the City to install or ensure the completion of the improvements as outlined below. The City will accept the subdivision and issue the Certificate of Final Plat Approval subject to the assurance of installation of improvements.

One of the following methods shall be used by the subdivider to guarantee that improvements required by these regulations have been installed in accordance with approved plans and specifications.

- A. Certificate of Completion of Improvements - The subdivider may submit for approval to the Department of Public Works a certificate stating that all improvements and installations to the subdivision required for its approval under the terms of these rules and regulations have been made, added, or installed and in accordance with these specifications. Said certificate shall be certified by the registered professional engineer of record.
- B. Performance Bond - If the subdivider cannot certify that all paving installation in the subdivisions has been completed, a performance bond may be posted in favor of the City of Harrison. Such performance bond shall specify the time for the completion of the paving and shall be in an amount determined by the Engineer and agreed to by the Department of Public Works to be sufficient to complete the improvements and installations for the subdivider in compliance with these rules and regulations plus 50 percent. The bond shall be issued by a Surety Company authorized to do business in the State of Arkansas.
- C. Cash Deposit - The subdivider may provide a cash deposit in a full amount as specified by the Engineer and agreed to by the Department of Public Works as sufficient to complete the improvements and installations required to comply with these rules and regulations plus 50 percent.
- D. Tri-Party Agreement - The subdivider may enter into a tri-party agreement with the City and project lender requiring that:
 - 1. The funds for the required paving plus 50 percent will be set aside and held separate from the balance of the development financing, and
 - 2. The funds set aside will be dispersed only for the required paving and for no other purpose, and

3. The funds will be dispersed in direct payments for completion of the paving if the applicant becomes in default under the contract for improvements. Such funds to be released to the Department of Public Works upon their request once the default date is arrived, said default date to be set by the Director of Public Works.

SECTION 12. INSPECTION OF IMPROVEMENTS

12.1 All projects shall be constructed according to the approved plans and specifications of a Professional Engineer. When the improvements required by these rules and regulations have been completed and installed, the Professional Engineer shall submit a letter to the Department of Public Works certifying his inspection and that improvements and installations have been made in accordance with approved construction plans, specifications, drawings and the standards established by the City or the County, and are functioning properly. Additional inspections shall be made in accordance with other applicable ordinances.

The Department of Public Works shall then inspect those facilities, improvements and installations for conformance with plans and specifications. If such final inspection reveals that there are any defects or deficiencies in such improvements as installed or that the improvements differ from the final engineering plans and specifications, the Department of Public Works shall notify the subdivision engineer and contractor in writing of such defects, deficiencies or deviations. The subdivider shall, at his expense, correct such defects or deviations within six (6) months of the date of notifications. When such defects, deficiencies or deviations have been corrected, the subdivider shall notify the Public Works Department in writing that the improvements are again ready for final inspection.

12.2 In Process Inspections shall be required by the Department of Public Works as outlined below. Notification that work is at a stage which requires inspection is the responsibility of the developer and is in addition to those required by the professional engineer. Inspection and construction meetings shall be conducted according to the phases listed in the table below:

STREET INSPECTIONS (Including Drainage)	
PHASE	ITEM
Contractor Approval	Pre Construction meeting
Clearing & Grubbing	
Subgrade	
Drainage	Survey Location
	Excavation
	Backfill Material
	Compaction
	Structures
	Piping Material
Fill/Cut	Material
	Compaction Process
	<ul style="list-style-type: none"> • Compaction at 1% to 3% optimum moisture as tested by Geotechnical Engineers as required by Departments of Public Works • 95% Compaction
	Crown 1/4" per Foot
SB2 (4 Inches)	Compaction
	Crown 1/4" per Foot
Curb & Gutter	Grade

	Curb Cuts
Hot Mix	Arkansas Highway Standard
	As built plan w/Digital dwg disk

SEWER INSPECTIONS	
PHASE	ITEM
City of Harrison	Plan Approval
Department of Health	Plan Approval
Materials Approval	Piping
	Manholes
	Bedding Material Approval
	Backfill
Contractor Approval	Pre Construction Meeting
Grade Method Approval	
Workmanship	Excavation
	Piping (in place)
	Bedding
	Backfill (Compaction)
	Finish Grading
	Manhole Structures
	Inverts
	Services
	Services Compaction
Testing	Air/Smoke Test
	Mandrel

Plan Approval	As-Built Plan with Digital dwg disk
	Services Location Plan

WATER INSPECTIONS	
PHASE	ITEM
City of Harrison	Plan Approval
Department of Health	Plan Approval
Materials Approval	Piping
	Fittings
	Hydrants
	Thrust
	Bedding
	Locating Wire
Contractor Approval	Pre Construction Meeting
Grade Approval	Method
Workmanship	Excavation
	Bedding
	Pipe (in place)
	Pipe Cover
	Thrust Blocks
	Locator Wire
	Backfield (Compaction)
	Services
	Services Backfield

Testing	Pressure Test (City Assisted)
	Bacteria Test (City Assisted)
	Flow Test (City Assisted)
Hydrant Painting	As required by Fire Department
System Approval	As-Built Plan w/Digital DW Disk
	Services Location Plan

STREET ACCESSORIES	
PHASE	ITEM
Signage	Street
	Stop
	Dead End
	Other
Monumentation	Property Lines (I.P.)
	Street (I.P.)
	Perimeter (I.P./Concrete)

SECTION 13. ACCEPTANCE, DEDICATIONS AND RECORDATION

- 13.1 Acceptance and Dedication - Public dedications of streets and public facility sites outside the corporate limits of the City of Harrison must be accepted by the Boone County Judge following execution of satisfactory guarantees for completion as described in this regulation.

Approval of final plats within the Harrison City Limits by the Public Works Director and filing of the Plat of Record with the Circuit Clerk and Recorder of Boone County shall constitute formal acceptance by the City of all approved public improvements covered by the Plat.

- 13.2 Recording with the Circuit Clerk - The final plat can be recorded only after the plat has received a Certification of Final Approval from the City of Harrison. Submittal for recordation to the Circuit Clerk shall be the subdivider's responsibility. The subdivider shall provide the Department of Public Works with copies of the recorded plat to be retained in their files. Final plats shall be duly recorded within three (3) months of final plat approval by the staff or the plat shall be declared null and void.

- 13.3 Notification of Recordation - No building permits may be issued until proof of the recording of said approved final plat has been presented to the Department of Public Works, giving plat book and page number, or instrument number.

SECTION 14. ENFORCEMENT

- 14.1 No plat of any tract of land within the planning area jurisdiction of the Planning Commission shall be accepted by the County Recorded for filing of record until the plat has been approved by the Planning Commission.
- 14.2 It shall be the duty of the Director of Public Works, and the Planning Commission to enforce these regulations and to bring to the attention of the City Attorney any violations or lack of compliance herewith.
- 14.3 No building permit shall be issued for construction of any building or structure located on a lot or plat subdivided or sold in violation of the provisions of these regulations.
- 14.4 Appropriate actions and proceedings may be taken at law or in equity to prevent any violation of these regulations, to prevent unlawful construction, to recover damages, to restrain, correct, or abate a violation, to prevent illegal occupancy of a building, structure or premises.
- 14.5 Any violation of these rules and regulations or any amendments hereto shall be a misdemeanor and the offender, upon conviction, shall be punished as for a misdemeanor. Each day any violation of these rules and regulations occurs shall constitute a separate offense. Any court having jurisdiction of misdemeanor cases shall have jurisdiction to try such offenders and, upon conviction, to fine them not less than twenty-five dollars (\$25.00), nor more than five hundred dollars (\$500.00) for each offense or violation. If the violation is continuous in respect to time, the maximum penalty or fine shall not exceed two hundred fifty dollars (\$250.00) for each day the violation may be unlawfully continued.

APPLICATION FOR (PRELIMINARY) (FINAL) PLAT APPROVAL

TO THE HARRISON PLANNING COMMISSION:

Having received permission from the Planning Commission to proceed with preparation

Of a [Preliminary] [Final] Plat, application is hereby made, pursuant to Arkansas laws And the Harrison subdivision rules and regulations. The Applicant requests a hearing To obtain [preliminary] [final] plat approval for the following Subdivision.

- 1) Subdivision
Named: _____

- 2) Name of land owner: _____

Name of subdivider: _____

- 3) Name of Surveyor; _____

- 4) Name of Engineer: _____

- 5) A copy of the [Preliminary] [Final] Plat, a topographic map of the subdivision, and any other documentation is attached hereto and conforms to the Plat Requirements (Chapter 15.16), the Design and Layout Requirements (15.16.04), and the Improvements Requirements (15.24) of the Harrison Subdivision Regulations, as well as any modifications directed by the Planning Commission.

The [Preliminary] [Final] Plat has been reviewed and signed by all public and private utilities.

It is understood that 17 copies of the [Preliminary] [Final] Plat and other documentation are to be filed with the City Inspectors Office 21 days before the Planning Commission meeting at 1:00 PM on _____.

Under the penalties of perjury, I declare that I have examined this application including accompanying materials and statements, and to the best of my knowledge and belief it is true, correct, and complete.

Signed by APPLICANT(S): _____

ADDRESS: _____

TELEPHONE: _____

CITY INSPECTOR'S CHECKLIST FOR [PRELIMINARY] [FINAL] PLAT REVIEW:

Procedural Requirements

1. Filed 21 days before Planning Commission meeting?.....yes / no
2. Preliminary Plat Review fee paid: \$_____ on _____, 20____ to City Inspectors Office. Copy of receipt submitted to Subdivider? Y / N

City Inspector _____

15.16.04 Plat information and restrictive covenants. Whenever the letter "x" appears opposite an item, that information shall be shown on the plat at the time the plat is presented to the Planning Commission. At the time the preliminary plat is submitted and restrictive covenants shall also be presented to the planning commission for their approval.

**CITY OF HARRISON ARKANSAS PLANNING COMMISSION
PRELIMINARY PLAT APPLICATION REQUIREMENTS
_____ SUBDIVISION**

Variance requests in writing (4.1.A)
Name of subdivision (including city, county and State). (4.8.A.1)
Names and addresses of owners and surveyor. (4.8.A.3)
Linear feet of streets. (4.8.A.5)
Average size of lots and minimum lot size. (4.8.A.6)
Number of lots. (4.8.A. 7)
Location of the tract by legal description giving acreage to the nearest one-tenth of an acre, date of survey, and Surveying Certificate.
Existing and proposed covenants, restrictions, and zoning classifications. (4.8.A.9)
Proposed open space. (4.8.A.10)
Summary of water and waste water improvements. (4.8.A.12)
Letter or Certificates of Approval from required City/County or State Agencies. (4.8.A.13)
Summary outline of drainage improvements. (4.8.A.14)
Summary outline of erosion control. (4.8.A.15)
Vicinity map at legal scale. (4.8.B)
Minimum contour interval of 2' (M.S.L. datum). (4.8.C.3)
Proposed design of Streets, Alleys and Sidewalks. (4.8.C.1) - (Cross Sections)
Location and name of all streets (names, alleys, and easement within and bordering tract). (4.8.C.1)
Dimensions of streets, alleys, easements, blocks, and lots numbered or lettered. (4.8.C.1)

Bearings of all lot, block, or street lines. (4.8.C.2)

Location of building lines. (4.8.C.2)

Natural features including watercourses. (4.8.C.4)

Preliminary storm drainage analysis /drain estimates. (4.8.C.6)

Date, graphic and stated scale, and north arrow. (4.8.C.7)

100 year flood plain and floodway elevation boundary and panel numbers. (4.8.C.8)

Location and dimension of any abutting non-residential property. (4.8.C.9)

Names of adjacent subdivision or ownership of adjacent property if not platted. (4.8.C.10)

Street profiles of streets (existing and proposed). (4.8.D.1)

Flood Plain analysis. (4.8.D.3)

Certifications: (4.8.E)

- (a) Approval by Planning Commission.
- (b) Approval by Director of Public Works
- (c) Accuracy by professional Engineer and professional Surveyor.

Staging requests. (5.3)

**CITY OF HARRISON, ARKANSAS PLANNING COMMISSION
FINAL PLATT APPLICATION REQUIREMENTS
_____ SUBDIVISION**

1	Names and addresses of owners and surveyor. (5.4.B.1)
x	
2	Name of subdivision (including city, county and State) (5.4.B.2)
x	
3	Date, graphic and stated scale, and north arrow. (5.4.B.3)
x	
4	Boundary, legal description and acreage of tract signed by a Professional Surveyor or Professional Engineer. (5.4.B.6)
x	
5	Location and name of all streets (names, alleys, and easement within and bordering tract). (5.4.B.7)
x	
6	Bearings of all lot, block, or street lines. (5.4.B.8)
x	
7	Location of building lines. (5.4.B.11)
x	
8	Dimensions of streets, alleys, easements, blocks, and lots numbered or lettered. (5.4.B.12)
x	
9	Location of monuments. (5.4.B.15)
x	
10	Vicinity map at legal scale. (5.4.B.17)
x	
11	Names of adjacent subdivision or ownership of adjacent property if not platted.
x	
12	Location and dimension of any non-residential property.
x	
13	Certifications: (4.8.E)
x	(a) Approval by Planning Commission.
x	(b) Approval by Director of Public Works
x	(c) Accuracy by professional Engineer and professional Surveyor.
14	Accompany information:
x	(a) Approval of water, sanitary sewer, streets, and drainage facilities by the Director of Public Works
x	(b) Request for zoning amendments if applicable
x	(c) Plans and specifications
x	(d) "As-built" drawings
x	(e) Certification of improvements
x	(f) Approval of restrictive covenants

15	Approval of street names and house numbers by Fire Chief
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x	
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