



City of Cave Springs, Arkansas
Planning and Development Department

Cave Springs Staff Use Only:

Lot Split # _____
Submittal Date: _____
Approval Date: _____
Rezoning # _____
BZA # _____
Application Receipt # _____
Recording Receipt # _____
County Recorded Date: _____

LOT SPLIT APPLICATION

1. Complete the Lot Split Application with all required documentation to support your request. The application will not be placed on the Cave Springs Planning Commission agenda until ALL required documentation is submitted. Division of property resulting in more than two (2) tracts is considered a subdivision. The applicant is required to fulfill all requirements of the Cave Springs Subdivision Regulations and Planning and Zoning Regulations. Submit the Lot Split Application to: Planning and Development Department at the Cave Springs City Hall, 134 North Main Street, Cave Springs, AR 72718
2. Items required with application:
 - A. One (1) copy of a current survey, prepared by a Certified Licensed Professional Land Surveyor or Licensed Qualified Engineer, that includes::
 - North arrow, graphic scale, preparation date, full legal description(s), signed with Professional Seal
 - All existing and proposed property lines and dimensions
 - All existing buildings represented to graphic scale and dimensioned from existing and newly proposed property lines
 - All adjacent street names labeled, street widths and existing access limitations.
 - Location of wet and dry watercourses, and other significant features within the tract
 - Location of all existing building lines, utility, drainage and any other existing easements, dedicated rights-of-way of record, all with reference to Book and Page where filed and recorded
 - B. Copy of the original deed or other legal instrument of conveyance demonstrating the status of the pre-divided parent tract with a full legal description.
 - C. Copies of the two (2) new Draft deeds demonstrating the status of the post-divided tracts with full legal descriptions (The deeds must have a 2.5" inch margin on the upper right hand corner for recording purposes).
 - D. All resulting lot splits must have an approval from the Cave Springs Water Department for infrastructure review and compliance with a sufficient waste water disposal system.
 - E. Application Fee of \$150.00 with a check made payable to the City of Cave Springs **All Fees are Non-Refundable**
 - F. Recording Fee of \$20.00 for the first page and \$7.00 for each additional page with a check made payable to the City of Cave Springs **All Fees are Non-Refundable**
3. The Cave Springs Planning and Development Department and Water Department must review, stamp and officially approve the lot split application with any new deeds prior to the City filing the deeds and property surveys with the Benton County Circuit Clerk's Office in Bentonville.

PARENT TRACT INFORMATION:

Owner(s) of Record: _____
Address of Parent Tract: _____
Current Zoning District: _____ Current Use: _____
Square Footage & Acreage | Parent Tract Size: _____ Proposed Use: _____
Street frontage in linear feet on City or County maintained street: _____

Property Owner(s) | Authorized Agent: I certify under the penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.

Signature of Property Owner(s): _____ Date: _____

Name(s): _____ Phone #: _____

Mailing Address: _____ Email: _____