



City of Cave Springs, Arkansas
Planning and Development Department

Cave Springs Staff Use Only:
PLAT # _____
Submittal Date: _____
Approval Date: _____
Rezoning # _____
Application Receipt # _____
Notification Receipt # _____

PLAT APPLICATION

1. Complete the Plat application with all required documentation to support your request and submit to the Planning and Development Department at the Cave Springs City Hall, 134 North Main Street, Cave Springs, AR 72718 no later than eleven (11) Calendar days prior to the next month's Cave Springs Planning Commission meeting. The Planning Commission meets the 1st Tuesday of every month at 6:30 P.M. in the American Legion Building at the 168 W. Glenwood Avenue, Cave Springs, AR 72718. The applicant is required to fulfill all requirements of the Cave Springs Planning and Zoning Regulations and the Subdivision Regulations.
2. Application Fee with a check made payable to the City of Cave Springs **All Fees are Non-Refundable**
 - Sketch Plat No fee
 - Preliminary Plat \$250.00 fee plus \$5.00 per lot up to 50 lots. Subdivisions of 51 lots to 100 lots shall be a \$500.00 fee plus \$5.00 per lot up to 50 lots and \$10.00 per lot for each lot over 50, up to 100 lots. Subdivision over 100 lots in size shall be \$25.00 per lot to a maximum fee of \$3,000.00, regardless of size.
 - Final Plat and Minor Subdivision Plat \$300.00 fee
 - Re-Plat \$400.00 fee (If a preliminary plat is not required. If a preliminary plat is required, the fee shall be the fee for preliminary plat approval).
3. Engineering Review Fee with a check made payable to the City of Cave Springs **All Fees are Non-Refundable**
 - The Property Owner/Applicant/Developer shall be responsible for any and all related Engineering Review Fees
4. Please mark one of the following:
 Sketch Plat Preliminary Plat Final Plat Minor Subdivision Plat Re-Plat
5. Items required with initial 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. A typed (not hand written) narrative addressing an explanation of the requested Plat and proposed uses, current zoning designation and proposed rezoning, how the Plat and rezoning will relate to surrounding properties including the owner of record information, traffic, appearance, signage, etc. and availability of infrastructure.
 - D. Draft Copy of the proposed Plat pursuant to applicable requirements *Section 2. Platting Procedures* of the Cave Springs Subdivision Regulations.

6. Subject Property Information:
Address or Descriptive Location: _____
Parcel Number: _____
Section Township Range (S-T-R): _____
Total Acreage & Square Footage | Pre-divided Parent Tract Size: _____
Water: _____ Sanitary Sewer: _____ School District: _____
Electric: _____ Gas: _____ Phone: _____ Cable: _____



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7. Proposed Project Information and Zoning:

Acres & Square Footage | Platted Tract Size: _____ Number of Lots: _____
 Project | Subdivision Name: _____
 Street frontage in linear feet on City or County maintained street: _____
 Current Zoning: _____ Current Use _____
 Requested Zoning: _____ Proposed Use _____

8. Infrastructure Required:

A brief summary of Major Infrastructure to be provided and by whom:

Streets and Dedications: _____
 Water: _____
 Sewer: _____
 Storm Water | Drainage: _____
 Electric: _____
 Park, Trail and Reserve Dedications: _____

9. Certified Licensed Professional Land Surveyor and Licensed Qualified Engineer Information:

Certified Licensed Professional Land Surveyor	Licensed Qualified Engineer
Name	Name
Address	Address
City, State, Zip	City, State, Zip
Daytime Phone	Daytime Phone
Email	Email

10. Property Owner Information:

Property Owner
Name
Address
City, State, Zip
Daytime Phone
Email

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: _____