

**Checklist for PRELIMINARY PLAT (Major Subdivision/Replat)**

<b>DATE</b>	<b>ITEM</b>
_____	<b>Application for Preliminary Plat Review</b> – Filed with the Planning Department no later than <b>17</b> days prior to the Planning Commission meeting.
_____	<b>5 Copies</b> of the subdivision/replat are needed. (Planning, City Engineer, Conway Corp, Subdivision Chair, extra to bring to Committee Meeting)
_____	<b>Preliminary Plat Review Fee</b> Residential (R-1 & R-2) =<10 Lots \$200.00 =<25 Lots \$400.00 =>26 Lots \$800.00 Non Residential & Multi-Family \$800.00
_____	<b>Engineering Fee</b> No new street & Drainage =<2 Lots \$100.00; =>3 Lots \$250.00 With new street & drainage \$500.00 + \$25.00 per lot
_____	<b>Contour Map</b> – Only needed for previously unplatted property unless requested by the City Engineer.
_____	<b>Preliminary Master Sketch Plan</b> – If developer owns additional land adjacent to tract being subdivided. Sketch Plan must show sufficient detail for general road alignments and lot configurations.
_____	<b>State Health Department Approval</b> if any new water supply or sewage system if not connected to Conway Corporation.
_____	<b>Improvement plans for any new street &amp; drainage</b> with Certificate of Preliminary Engineering Accuracy.
_____	<b>Deeds</b> – for any property that is not an entire lot(s) that have already been through the subdivision process.

**Checklist for FINAL PLAT (Major Subdivision/Replat)**

<b>DATE</b>	<b>ITEM</b>
_____	<b>Application for Final Plat Review</b>
_____	<b>8 Copies</b> of the subdivision/replat are needed. (Planning, City Engineer, Conway Corp, AT&T, Centerpoint, 3 extra)
_____	<b>Final Plat Review Fee</b> Residential (R-1 & R-2) =<10 Lots \$200.00 =<25 Lots \$400.00 =>26 Lots \$800.00 Non Residential & Multi-Family \$800.00
<b>Checklist for Filing</b>	
_____	<b>Bill of Assurance or Covenants &amp; Restrictions</b> (Recommended - Not required)
_____	<b>Easement Letter</b> – from Conway Corporation.
_____	<b>Easement Letter</b> – from AT&T.
_____	<b>Easement Letter</b> – from Centerpoint Energy.
_____	<b>Letter of Credit</b> – Performance and/or Maintenance LOC for street, drainage & developer sidewalks.
_____	<b>Payment for Street Signs</b> – Amount to be determined by City Engineer (\$60.00 per sign).
_____	<b>Digital Copy (dwg)</b> to Jason Lyon
_____	<b>Filing fee with County</b> – \$15.00 to Faulkner County Circuit Clerk. Covenants are \$15.00 for first page & \$5.00 for each page thereafter. (Name, address, phone #, date of birth and driver’s license # is needed on check)