

Checklist for MINOR PLAT (4 or fewer lots)

DATE	ITEM
_____	Application for Final Plat Review
_____	8 Copies - of the subdivision/replat are needed. (Planning, City Engineer, Conway Corp, AT&T, Centerpoint, 3 extra)
_____	Final Plat Review Fee Residential (R-1 & R-2) \$200.00 Non Residential & Multi-Family \$800.00
_____	Engineering Fee No new street & Drainage =<2 Lots \$100.00 =>3 Lots \$250.00
_____	Contour Map – Only needed for previously unplatted property unless requested by the City Engineer.
_____	Preliminary Master Sketch Plan – If developer owns additional land adjacent to tract being subdivided. Sketch Plan must show sufficient detail for general road alignments and lot configurations.
_____	State Health Department Approval - if any new water supply or sewage system if not connected to Conway Corporation.
_____	Deeds – for any property that is not an entire lot(s) that have already been through the subdivision process.

Checklist for Filing

DATE	ITEM
_____	Bill of Assurance or Covenants & Restrictions (Recommended - Not required)
_____	Easement Letter – from Conway Corporation (Leslie Guffy)
_____	Easement Letter – from AT&T (Lanny Page)
_____	Easement Letter – from Centerpoint Energy (Dennis Fisher)
_____	Drainage Easements – from City Engineer Finley Vinson
_____	Letter of Credit - Performance LOC for developer sidewalks.
_____	Digital Copy (dwg) to jason.lyon@cityofconway.org
_____	Filing fee with County – \$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)