

**SUBDIVISION REGULATIONS CITY  
OF PARAGOULD, ARKANSAS**

Prepared for  
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City of Paragould

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## **CONTROL OF DEVELOPMENT AND SUBDIVISION OF LAND**

### **1.0 ARTICLE 1 PURPOSE, INTENT, AUTHORITY, JURISDICTION, EFFECTIVE DATE, ENFORCEMENT**

#### **1.1 PURPOSE**

The purpose of these regulations is to control the development of land within the planning jurisdiction of the Paragould City Planning Commission. Development of land includes, but is not limited to, the provision of access to lots and parcels, the extension or provision of utilities, the subdividing of land into lots and blocks, and the parceling of land for non-agricultural purposes resulting in the need for access and utilities.

#### **1.2 INTENT**

These regulations are intended to guide the future development of land in and around the City of Paragould and to promote the health, safety and general welfare of its citizens. These regulations are also intended to assist in safeguarding owners, lessees and tenants as to the proper location of property lines, buildings and setback lines and easements.

#### **1.3 AUTHORITY**

These subdivision regulations are adopted under the authority granted by Act 186 of 1957, as amended by Act 128 of 1958, Act 36 of 1963, Act 134 of 1965, Act 138 of 1965, Act 66 of 1967 and Act 379 of 1969 of the General Assembly of the State of Arkansas and are consolidated in Section 19•2825 of the Arkansas Statutes, Annotated Edition.

#### **1.4 JURISDICTION**

The territorial jurisdiction under these regulations will include all that area designated on the official planning area map as adopted by the City Planning Commission and the City Council.

#### **1.5 EFFECTIVE DATE**

In order to facilitate the purpose and intent of the provisions contained herein, these regulations shall become effective immediately upon their passage and publication.

#### **1.6 ENFORCEMENT**

After effective date of these regulations:

No plat shall be accepted by the County Recorder for record unless approved by the Planning Commission.

- 1.6.1 No utility (publicly or privately owned) shall extend its facilities to service an area unless one of the following applies:
- 1.6.2 The extension is to an area where a subdivision plat of record existed prior to the effective date of these regulations.
- 1.6.3 The extension is to an area where a plat of record has been approved by the Planning Committee.
- 1.6.4 Installation of utilities is required before the plat can receive approval for filing for record. In this event, the Planning Commission will grant the utilities permission to extend facilities in accordance with specified plans.
- 1.6.S The extension of utilities is along a public way in existence and use at the time of the effective date of these regulations, but the extension is not farther than two hundred (200) feet from the public way.
- 1.6.6 The extension is provide increased or at a minimum, unimpaired reliability to the existing utility system.

**G. PENALTY.** Any person, joint stock company, or corporation selling or offering for sale any lot or block within the planning area jurisdiction of the City Planning Commission of Paragould, Arkansas, that has not been duly filed in the office of the County Recorder in conformance with these regulations shall not be permitted to sell, transfer, or convey any part or parts of lots of said subdivisions, and shall be guilty of a misdemeanor, and on conviction thereof shall be fined not less than fifty dollars (\$50.00) nor more than two hundred dollars (\$200.00) each day that a violation exists shall constitute a separate offense. The Planning Commission, City Council, and/or duly appointed City Staff shall have authority to enjoin in all proposed sales until all regulations are complied with.

## **2.0 ARTICLE 2 DEFINITIONS**

The following terms shall have, throughout this text, the meaning given herein:

- 2.1 Alley.** A minor public way providing service access to the back or side of Properties abutting also on other streets.
- 2.2 Building Setback Lines.** A line parallel to the right-of-way line, in front of which no structure above grade may be built.
- 2.3 County Judge.** The County Judge of Greene County, Arkansas.

- 2.4 County Recorder. The County Recorder of Greene County, Arkansas.
- 2.5 Cul-de-sac. A short street with one end open for traffic and the other end terminated by a vehicular turn-around.
- 2.6 Easement. A grant by a property owner of the use, for a specific purpose or purposes, of land by the general public, a corporation or a certain person or persons.
- 2.7 Floodway. Areas designated as floodway on the officially adopted Flood Insurance Rate Map. Floodway cannot be obstructed by development activities.
- 2.8 Immediate Family. Father, mother, children, sister, brother and the relationships existing between those people.
- 2.9 Improvements. Any betterment of the existing conditions of the land such as streets, extension of utilities, etc.
- 2.10 Lot. A portion of a subdivision, or any parcel of land intended as a unit of transfer of Ownership or for development.
- 2.11 Plat. A map or chart containing information necessary to transfer, locate, and survey all property indicated therein.
- 2.12 Lot-split. A subdivision which involves the dividing or re-dividing of a lot or lots into not more than five parcels, which does not involve the dedicating, or vacating of any street.
- 2.12.1 The City Building Inspector has the discretion to approve more than five (5) lot Splits from a single parcel provided that all of the following requirements are met:
- (a) The person or entity requesting the split into more than five (5) lots as complied with Section 8.1.1 "Lot-Split Plat Requirement" of Article 8 PROCEDURAL REQUIREMENTS FOR LOT-SPLIT of Ordinance No. 92-9 as amended; and
  - (b) There is sufficient, existing city road frontage for each proposed lot and said road must be a road that has previously been accepted by the City for maintenance; and

- (c) The person or entity requesting the lot split has previously obtained approval from the Paragould Light Water & Cable Commission regarding utility locations and easements and said locations further comply with the requirements of Ordinance No. 08-10; and
- (d) The person or entity requesting the lot split has obtained the approval from the Fire Chief or his designee that adequate fire protections is available; and
- (e) The person or entity requesting the lot split must install any necessary fire hydrants as required by the Fire Chief and/or the Fire Code of the City to help the City Maintain its fire class rating; and
- (f) The proposed split does not land lock future development behind the lot split; and
- (g) There are no private drives involved, whatsoever; and
- (h) No lots may be sold or building permits issued until such times as all fire requirements such as fire hydrants, are properly installed and functioning.

2.14 Master Street Plan. The Master Street Plan consists of a written text and supporting maps (s) that set forth the minimum standards for street design and construction and indicate the functional classification of existing and proposed roadways within the City of Paragould's Planning Jurisdiction.

2.15 Street. A dedicated public right-of-way which provides vehicular and pedestrian access To adjacent properties.

2.16 Subdivision. A subdivision shall include all divisions of a tract or parcel of land into two (2) or more lots, building sites, or other divisions for the purpose of conveyance, whether for immediate or future sale, or building development, and shall include all divisions of land involving the dedication of a new street or a change in existing streets and shall include manufactured home parks and multi-structure apartment developments; provided however, that the following shall not be within this definition, nor be subject to the subdivision regulations of this municipality:

2.16.1 The division of land into parcels greater than five (5) acres where no Street right-of-way dedication is involved.

2.16.2 The public acquisition by purchases or dedication of parcels of land for  
The widening or opening of streets or other improvements.

2.17 Sub-divider. Any person, partnership, company, or corporation desiring to create a subdivision or lot-split as defined in these regulations. The term developer and sub-divider may be interpreted as meaning the same for the purposes of this regulation.

2.18 Technical Review Committee. A group of individuals appointed by the Mayor to conduct technical evaluations of proposed subdivision developments. The Committee shall as a minimum include representation from the City Light and Water Commission, the Police Department, the Fire Department, and the Department of Public Works/Sanitation. The appointees are allowed representation by proxy. Review actions may be conducted in open meetings, or may be carried out through routing slips. The County Road Supervisor or his designee shall be included for any projects falling outside the corporate limits of the City of Paragould.

2.19 Zoning Ordinance. The City of Paragould Zoning Ordinance.

2.20 Planning Commission. The City Planning Commission of Paragould, Arkansas.

2.21 Wetlands. Land that regularly experiences seasonal periods of saturation and for extended periods of time (greater than two weeks per year). Sources of saturation may be from surface water courses, perched water tables (excessive ground water) or natural springs.

END OF DEFINITIONS

### **3.0 ARTICLE 3 PROCEDURAL REQUIREMENTS**

#### **3.1 LETTER OF INTENT AND SKETCH PLAN**

Whenever a sub-divider desires to create a subdivision as defined in these regulations, before he begins the development, he shall first file a letter of intent with the Planning Commission indicating the type of development intended and a general description of the land to be developed.

The sub-divider shall also present, with the letter of intent, ten copies of a sketch plan based on general knowledge of the property in order that the Planning Commission may check it for general conformance to plans and regulations. Six copies of the sketch plan shall be retained by the Planning Commission. Four copies of the information submitted shall be forwarded to the Technical Review Committee for evaluation of the proposed development's effect on and by transportation systems, drainage, public utilities, police and fire protection, sanitation service and other resource management and infrastructure concern.

### **3.2 PRELIMINARY PLAT PREPARATION**

After the Planning Commission and Technical Review Committee have examined the sketch plan and approved the general development concept, the sub-divider may proceed with the preparation of the preliminary plat. The plat shall be prepared in conformance with the design and layout requirements, improvement requirements, and only recommendations of the Planning Commission and Technical Review Committee relative to special infrastructure requirements and any ordinance or plans of record pertaining thereto.

### **3.3 PRELIMINARY PLAT APPROVAL**

When the sub-divider meets the design and layout requirements, he shall submit the preliminary plat along with supporting documents to the Planning Commission ten (10) days before its regularly scheduled meeting date. Verification of compliance with any conditions or requirements set forth by the Technical Review Committee shall be included in the submittals. The Planning Commission, after careful review, shall give preliminary plat approval or state the reasons for rejection. Approval shall permit the sub-divider to proceed with the installation of required improvements and preparation of the final plat.

### **3.4 FEE REQUIRED FOR PRELIMINARY PLATS**

The sub-divider shall pay a fee of two hundred and fifty dollars (\$250.00) plus five dollars (\$5.00) for each lot in the subdivision, to the City of Paragould. Payment is due upon application for a preliminary plat.

### **3.5 EXPIRATION OF PRELIMINARY PLAT APPROVAL**

Preliminary plat approval shall expire six (6) months from date of approval by the Planning Commission, provided that there is no performance with respect to installation of the required improvements on the part of the sub-divider.

### **3.6 FINAL PLAT APPROVAL**

When the sub-divider meets the requirements for improvements and submits the final plat and any other required documents, bills of assurance, bonds, and warranties the Planning Commission shall make a determination of performance including compliance with all conditions and requirements set forth in the Sketch Plan and Preliminary Plat process, and if deemed satisfactory, shall give final plat approval. Said approval shall permit the plat to be filed with the County Recorder. Plats approved by the Planning Commission must be accepted by the City Council in all cases where improvements are dedicated to the Public. Projects extending beyond the corporate limits of the City of Paragould will require acceptance by the County of roadways and other improvements for maintenance, which is an independent action of the County Judge and the Greene County Quorum Court.

### **3.7 FEE REQUIRED FOR FINAL PLATS**

On application for Final Plat approval, the sub-divider shall pay a fee of two hundred and fifty dollars (\$250.00), plus five dollars (\$5.00) for each lot in the subdivision, to the City of Paragould.

### **3.8 COMPLIANCE WITH PROCEDURES**

The sub-divider shall comply with the procedures contained in these regulations. Expenditure of funds for engineering services or the preparation of a plat prior to his appearing before the Planning Commission shall not relieve the sub-divider of the necessity for following the procedures, nor shall it be the basis for relief from any of the requirements in these regulations.

END OF SECTION 3

## **4.0 ARTICLE 4 SUBDIVISION PLAT REQUIREMENTS**

### **4.1 PROCEDURAL REQUIREMENTS**

#### **4.1.1 Sketch plan preparation**

The following information shall be indicated on the sketch plan:

- a. Location of all streets and alleys intersecting and bordering the subdivision
- b. General location of streets within the subdivision
- c. General size and shape of lots
- d. Locations of all major connections to utilities
- e. Ownership and legal description of property being sub-divided
- f. Location of property owned by railroads and utilities within or adjacent to the subdivision
- g. Projected population at build out, and projected traffic generation
- h. General location of all wetlands, floodplain, and floodway

#### 4.1.2 Plat preparation

Sufficient surveys shall be made to provide information required in Article 4.2 below for preliminary plat approval and final plat approval. Plats shall be prepared by and bear the seal of a Registered Professional Engineer or Registered Land Surveyor.

- a. Preliminary plat approval. Preliminary plat approval with respect to plat requirements shall be given by the Planning Commission when the plat contains information required in Article 4.2 for preliminary plat.
- b. Final plat approval. Final plat approval shall be given by the Planning Commission with respect to plat requirements when the plat contains information specified in Article 4.2 below for final plat.
- c. Staged development. If the sub-divider desires to develop only a portion of the land shown on the plat, the Planning Commission shall require preliminary plat approval for the entire plat to ensure that the purposes and intent of these regulations are complied with. Final plat approval is required for the portion of the plat to be developed.

#### **4.2 INFORMATION REQUIRED FOR PRELIMINARY PLAT APPROVAL AND FINAL PLAT APPROVAL**

Before the Planning Commission may grant preliminary plat approval or final plat approval with respect to plat requirements, the subdivision shall show the following information on the respective plats:

	<b>PRELIMINARY PLAT</b>	<b>FINAL PLAT</b>
1. Name of subdivision	X	X
2. Boundary of subdivision with legal Description of enclosed property	X	X
3. Names & addresses of owner (s), developer (s), Surveyor (s) and Professional Engineer (s)	X	X
4. Acreage in subdivision tract	X	X

	<b>PRELIMINARY PLAT</b>	<b>FINAL PLAT</b>
5. Location & names of all streets, alleys and Easements within and connection with the Proposed subdivision	X	X
6. Dimensions of all streets & alleys rights-of-way, Lots and easements	X	X
7. Bearing of all lines not parallel or perpendicular to lines of known bearing		X
8. Location of all wetlands, flood plains and floodway	X	X
9. Location of monuments		X
10. Location & dimensions of all building setback lines	X	X
11. Location of railroads & other property owned by Utilities within or adjacent to the proposed Subdivision	X	X
12. Legal description of lot and block	X	X
13. Dedication of all streets, alleys, parks, etc., to the Public		X
14. Street curvature characteristics		X
15. Notice of plat covenants		X
16. Certification by Arkansas Registered Land Surveyor or Professional Engineer		X
17. Certificate of approval of installation of streets and other improvements required by the City (signed by two of the following: Mayor, City Inspector, Public Works Director)		X
18. Certificate of approval by all utility companies of installation of utilities		X

	<b>PRELIMINARY PLAT</b>	<b>FINAL PLAT</b>
19. Approval of State Board of Health regarding Sewage disposal facilities if subdivision is not On sanitary sewers		X
20. Approval of Technical Review Committee	X	X
21. Approval of City Planning Committee	X	X
22. Topographic map with one foot contours	X	X

#### **4.2.1 NUMBER OF PRINTS**

The sub-divider shall furnish the Planning Commission one reproducible Mylar and five (5) prints of the preliminary plat and one reproducible Mylar and five (5) prints of the final plat.

#### **4.2.2 SCALE**

The preliminary plat and final plat shall be prepared at a scale of not more than one inch (1") equals one hundred feet (100'). An atlas of sheets of the plat may be prepared if the plat size at scale of one inch (1") equals one hundred feet (100') is too large for filing with the County Recorder.

#### **4.2.3 RIGHT OF PLANNING COMMISSION TO HAVE SURVEY MADE**

The Planning Commission may have a review survey made of the boundary of the subdivision to determine if the description is correct. In the event there is an error in the description, the sub-divider shall pay for the survey and correct the boundary description to the satisfaction of the Planning Commission.

END OF SECTION 4

## **5.0 ARTICLE 5 SUBDIVISION DESIGN AND LAYOUT**

### **5.1 PROCEDURAL REQUIREMENTS**

#### **5.1.1 Sketch Plan**

The sketch plan shall indicate in a general manner the information specified in below.

#### **5.1.2 Flat preparation**

At the time of plat preparation, the sub-divider shall prepare the necessary information required by this regulation. All planning, surveying, engineering, legal and other expenses related to compliance with the provisions of this regulation shall be borne by the sub-divider.

#### **5.1.3 Preliminary plat approval**

Preliminary plat approval of design and layout may be given when requirements stated herein are met with respect to design and layout.

#### **5.1.4 Final plat approval**

Final plat approval with respect to design and layout shall be given when all requirements stated herein are satisfied.

### **5.2 CONFORMANCE WITH OFFICIAL PLANS**

5.2.1 The subdivision plat shall conform to all official plans currently in effect.

5.2.2 The Planning Commission may require the sub-divider to reserve sites for public use indicated on an officially adopted plan for a period of one (1) year after the filing of the letter of intent by the sub-divider to permit the public board, commission, or body having jurisdiction or financial responsibility the opportunity to acquire said site.

### **5.3 SUITABILITY OF LAND**

Land subject to flooding or topographically unsuitable for residential occupancy, and which the Planning Commission considers inappropriate for subdivision, shall not be platted for that use or any other use that may increase danger to health, life, or property, or aggravate erosion or flood hazard. If such land is in the proposed plat, this land shall be set aside for such uses as will not be affected by periodic flooding or unsuitable topographic conditions, unless adequate improvement or prevention methods are formulated by the developer and approved by the Planning Commission.

## **5.4 PARKS AND RECREATIONAL AREAS**

The City Planning Commission may require, when in its judgement the development is of such size and/or intensity of use, the dedication of parks, open space, or recreational areas that would enhance the desirability of the area.

## **5.5 STREETS**

5.5.1 The allocation of rights-of-way for major streets shall be in accordance with the Land Development Plan and the Master Street Plan. The internal street pattern should be such as will lead to normal desire lines of travel. The location and alignment of minor streets should discourage "short-cuts" between major thoroughfares.

5.5.2 Intersections should be insofar as practicable, at right angles, and a minimum number of streets should intersect at one common point. If streets do not intersect at a common point, there should be a minimum of one hundred fifty feet (150') between centerlines of intersections.

5.5.3 Street location should be such as to provide each lot with the desirable elevation, size, and shape which will permit proper setback of structures and their satisfactory placement on the lot.

5.5.4 The curvature of streets should have a minimum value that will permit adequate sight distance at the desired vehicular speed.

5.5.5 Grades of streets shall be determined according to the prevailing terrain. Sufficient grade shall be provided to ensure drainage, and a maximum value conducive to the safe operation of delivery trucks and vans should be a criterion for design.

## **5.6 CUL-DE-SACS**

5.6.1 All cul-de-sacs in a subdivision must be ninety six (96) feet wide from back of curb to back of curb. All cul-de-sacs must have curbs even if the street has four (4) foot shoulders on each side.

## 5.7 BLOCKS

- 5.7.1 Width. Blocks shall be wide enough to provide two (2) tiers of lots of minimum depth, except where fronting on a major street or prevented by topographic conditions or the size of the property, in which case the Planning Commission may approve a single tier of lots.
- 5.7.2 Length. The use of rectangular blocks longer than wide is encouraged in the interest of economy to the developer and to the City in future maintenance of streets and public utilities.

## 5.8 LOTS

- 5.8.1 The shape of the lots shall not be required to conform to any stipulated pattern, but insofar as practical, side lot lines should be at right angles to straight street lines of radial to curved street lines.
- 5.8.2 The size of lots in areas of the City served by a public sanitary sewer, platted for residential, commercial, or industrial use shall not contain less nor have less width than specified for such lots in the Zoning Ordinance of the City.
- 5.8.3 At locations in the Planning Area not served by a public sanitary sewer, the minimum for lot sizes shall be in accordance with standards established by the County Health Officer of Greene County, Arkansas.
- 5.8.4 In as much as possible, lot divisions shall be made to align with those found on either side of a street or adjacent lot.

## 5.9 BUILDING SETBACK LINES

- 5.9.1 Front building setback lines shall not be less than twenty five (25) feet.
- 5.9.2 Side building setback lines shall not be less than ten (10) feet.

- 5.9.3 Corner lots for residential use shall have extra width to permit appropriate location of the structure to conform with the zoning ordinance yard requirements, in respect to both streets.

#### **5.10 UTILITY EASEMENTS**

Except where alleys are permitted for the purpose, the Planning Commission shall require easements of ten (10) feet or greater in width for poles, conduits, storm and sanitary sewers, gas, and water lines, along each side of the common rear lot lines and alongside lot lines where necessary, or in the opinion of the Planning Commission it is necessary, easements may be required of the same or greater width across lots where it is necessary for the extension of proposed utilities.

#### **5.11 TOPOGRAPHIC AND NATURAL FEATURES**

The Planning Commission may require a topographic map of the subdivision. The sub-divider may also be required to indicate such natural features as drainage ways (creeks, etc.), ponds, trees, etc. Easements may be required for natural features.

END OF SECTION 5

### **6.0 ARTICLE 6 IMPROVEMENTS**

#### **6.1 PROCEDURAL REQUIREMENTS**

1. Sketch plan. Only conceptual information concerning actual improvements required.
2. Plat preparation. At time of plat preparation the sub-divider shall prepare detailed information, specifications, engineering data, etc., as required for a comprehensive technical review of the proposed improvements.
3. Preliminary plat approval. Preliminary plat approval in respect to improvements shall be given only when requirements stated herein are met in respect to design and specifications of improvements.

4. Final plat approval. Final plat approval in respect to improvements shall be given when installation requirements stated herein are met and as set forth in the Preliminary Plat approval and by city and state standards. Bonds guaranteeing complete installation of improvements such as streets and drainage structures and other facilities may be accepted in lieu of absolute completion of all planned work within a reasonable time period (not longer than 12 months), when it is determined by the City Planning Commission that such delayed work will not be harmful to the public.

## **6.2 WATER**

- 6.2.1 Where public water is available within a reasonable distance of the subdivision, each lot in the subdivision shall be provided water in accordance with the standards established by the City of Paragould. For all subdivisions developed within the corporate limits of the City of Paragould, public water service shall be required. The Technical Review Committee shall from time to time make determinations as to what constitutes "reasonable distance" for subdivisions outside the corporate limits but within the Extraterritorial Jurisdiction.
- 6.2.2 Where public water is not available, the water supply shall be provided in accordance with the standards established by the Arkansas State Board of Health.

## **6.3 SANITARY SEWERS**

- 6.3.1 When a subdivision is located within a reasonable distance of public sanitary sewers, and topography permits connection thereto, each lot in the subdivision shall be served by a sanitary sewer in accordance with standards established by the City of Paragould. For all subdivisions developed within the corporate limits of the City of Paragould, public sewer service shall be required. The Technical Review Committee shall from time to time make determinations as to what constitutes "reasonable distance" for subdivisions outside the corporate limits but within the Extraterritorial Jurisdiction.

6.3.2 When the subdivision is not served by sanitary sewers, the disposal of sewage shall be provided in accordance with standards established by the Arkansas State Board of Health.

#### **6.4 DRAINAGE**

Each street shall be connected with public storm sewers. Natural drainage channels may be allowed for developments with large lots, steep slopes, high water volumes or other characteristics when the development, topography and adjoining properties affected are deemed by the Technical Review Committee and the Planning Commission are suitable for such treatment.

#### **6.5 SIDEWALKS**

Sidewalks are encouraged for all residential developments. The Master Street Plan provides requirements for sidewalks along major arterial roadways and near schools.

#### **6.6 MONUMENTS**

Concrete monuments four (4) inches in diameter (or four inches square) and thirty inches (30") long with one-half inch (1/2") metal reinforcing rod the length of the monument shall be placed with the top flush to the ground at all points of intersection of the boundary of the subdivision and at diagonal corners of all intersecting streets. The location of all monuments shall be shown on the final plat.

#### **6.7 STREETS**

Streets shall be improved by the sub-divider with a dust-free hard surface in accordance with standards established in the Master Street Plan as being minimum for acceptance of dedication and maintenance by the City of Paragould.

Streets outside the corporate limits of the City of Paragould shall be improved in accordance with standards established by the Greene County Judge as being minimum for acceptance of dedication and maintenance by Greene County.

END OF SECTION 6

## **7.0 ARTICLE 7 REQUIREMENTS FOR FINAL PLAT APPROVAL**

### **7.1 PROOF OF INSTALLATION OF IMPROVEMENTS OR PERFORMANCE BOND REQUIRED**

The Planning Commission shall require one of the following of the developer for final plat approval:

- 7.1.1 Evidence of installation of improvements in the form of a certificate containing the signatures of the proper officials as to compliance.
- 7.1.2 A performance bond based on equal value of the estimated cost plus 25% of the improvements.
- 7.1.3 A deposit with the City of a sum equal to the estimated cost of the improvements. The developer may be permitted to draw on his deposit upon satisfactory completion of various stages of his improvements.
- 7.1.4 The City Council shall designate the official or officials who shall be responsible for certifying proper installation of required improvements.

### **7.2 ADDITIONAL REQUIREMENTS**

All final plats shall include;

- 7.2.1 The preparation of an official plat, or map, suitable for reproduction and filing, containing data required by Article 4, Subdivision Plat Requirements.
- 7.2.2 Evidence of compliance with installation requirements in Article 6, Improvements.

### **7.3 BILL OF ASSURANCE**

The sub-divider shall submit for the approval of the Planning Commission a Bill of Assurance including, but not limited to, the following:

- 7.3.1 Dedication of streets and alleys, parks and other lands for public use.
- 7.3.2 Establishments of easements
- 7.3.3 A provision that the platting is filed for record cannot be changed unless vacated
- 7.3.4 The sub-divider shall be required to file with the County Recorder the Bill of Assurance as approved by the Planning Commission at the same time the plat is filed for record.

END OF SECTION 7

## **8.0 ARTICLE 8 PROCEDURAL REQUIREMENTS FOR LOT SPLIT**

### **8.1 APPROVAL BY PLANNING COMMISSION OPTIONAL**

Whenever a sub-divider desires to create a lot-split, he shall present the Lot-Split Plat to the City Building Official or other designated City Staff in order that said person may determine conformance to requirements set forth in these regulations for Lot-Split Plats.

#### **8.1.1 LOT-SPLIT PLAT REQUIREMENTS**

Information to be shown on the Plat shall include the following:

8.1.1.1 name of the subdivision or parcel of land of which lot (s) is (are) apart

8.1.1.2 boundary and written legal description of the property in the proposed lot-split.

8.1.1.3 names and addresses of the owner (s) and sub-divider (s)

8.1.1.4 location, name, and dimensions of all existing streets, alleys, and utility easements bordering on or abutting the proposed lot-split

8.1.1.5 date, map scale and north arrow

8.1.1.6 location of water courses, structures and other physical features relating thereto

8.1.1.7 dimensions in feet and hundredth parts thereof and bearing of all lines not parallel or perpendicular to lines of known bearing for all lots

8.1.1.8 building setback lines with dimensions

8.1.1.9 location of all monuments

8.1.1.10 approval of the City Engineer or other individual designated by the Mayor

8.1.1.11 approval of the County Health Office of the sewage system if the requirements for sewage disposal of the lot-split are to be met by any other means than by connection to a sewage system operated by a governmental agency.

8.1.1.12 approval or no comment by the Technical Review Committee

8.1.2 If the City Staff determines that the proposed lot split meets all of the requirements above, and that the lots will substantially conform to the minimum lot sizes and other requirements of the Zoning Ordinance, a lot split shall be administratively approved. The action will be recorded by City Staff and forwarded to the Planning Commission for information only.

8.1.3 If the City Staff determines non-conformity in any matter, as per the above paragraph, the lot split application shall be forwarded to the Planning Commission and Technical Review Committee for review and action.

## **8.2 LOT SPLIT DESIGN AND LAYOUT**

The requirements shall be the same as those specified in Article 5.

## **8.3 REQUIREMENTS FOR FINAL LOT SPLIT PLAT APPROVAL**

An official plat, suitable for reproduction and filing, containing data required in this Article Part 8.1.1 Lot Split Requirements, shall be submitted to the City Staff before final lot split plat approval.

END OF SECTION 8