

## **WASHINGTON COUNTY SUBDIVISION SUBMITTAL CHECKLIST FOR SUBDIVISIONS OF FOUR LOTS OR LESS "MINOR SUBDIVISION"**

The following must be turned in to the Planning Office by the **plat submittal date** for your Preliminary or Final Plat to be reviewed by the Planning Board.

**\*Incomplete applications will not be included on the agenda.\***

1. Submit a completed **Subdivision Application Form**.
2. Pay plat review fee: **\$300.00**.
3. Submit **One Digital .PDF** of the plat/plan (only plats with complete information as outlined below will be accepted) on **Submittal Day** to [planning@washingtoncountyar.gov](mailto:planning@washingtoncountyar.gov)
4. Submit a copy of the approved **Soil Work** performed by a Designated Representative (D.R.) of the Health Department for all subject lots.
5. (*Variance requests only*) If you are asking for a waiver of a requirement, submit a completed "**Variance Request Form**."

This form may be obtained from the Planning Office.

### **NOTES:**

1. Please check to see if your proposed project lies within a zoned area. If so, you may be required to submit an application for a Conditional Use Permit to allow the proposed use. Please contact the Planning Office for more information at 479-444-1724 or email [planning@washingtoncountyar.gov](mailto:planning@washingtoncountyar.gov)

### **2. Minimum Requirements to meet County Environmental Ordinances**

In regards to the Stormwater Pollution Prevention Plan (**SWPPP**), Grading and Erosion Control regulation:

Applies to:

- Projects inside the urbanized areas, outside city limits (urbanized areas as determined by the Arkansas Department of Environmental Quality - ADEQ).
- Projects one or more acre(s) in size, and any lot in a subdivision regardless of size; in the designated areas.

If the project does fall within the designated areas Washington County will require the following, before approval is given:

1. An approved Stormwater Pollution Prevention Plan
2. Grading plans (if applicable)
3. Erosion Control Plans
4. Associated review fee

**Disclaimer:** These minimum requirements do not inhibit enforcing other county regulations and state law.

**\*\*\*If the plat/survey shows multiple tracts at less than 5 acres, Minor Subdivision review and approval will be required\*\*\*.**

**\*\*\*If the property is in a FEMA identified Special Flood Hazard Area (SFHA), a floodplain permit is required. Please contact the planning staff for details\*\*\*.**

## **WASHINGTON COUNTY, ARKANSAS** **MINOR SUBDIVISION INFORMATION**

### **What is a "Subdivision"?**

The word "Subdivision" refers to the division of land into lots and blocks, the parceling of land resulting in the need for access or utilities, or the dividing of an existing lot or parcel into two (2) or more lots or parcels; a minor subdivision consists of four (4) lots or less.

#### *Is it a Minor Subdivision?*

- *Four (4) Lots or Less*
- *Does not qualify for exempt/administrative approval*

Replats *may* be Minor Subdivisions. A replat is the process of changing a previously approved land development either by alteration of a lot, parcel, or tract, or the placement of another type of development on a lot or tract different from the one previously contemplated when originally approved or by other changes made to the original plat. All replats must go through the planning process.

### **Subdivision Jurisdiction.**

The County has jurisdiction over subdivisions in the unincorporated area. In addition, the county has jurisdiction over roads and drainage. If you are proposing a project with four (4) lots or less, it would be exempt from County Subdivision rules (*subject to administrative regulations instead*).

### **Review and Approval Process.**

The review and approval process for developing a subdivision involves the following steps:

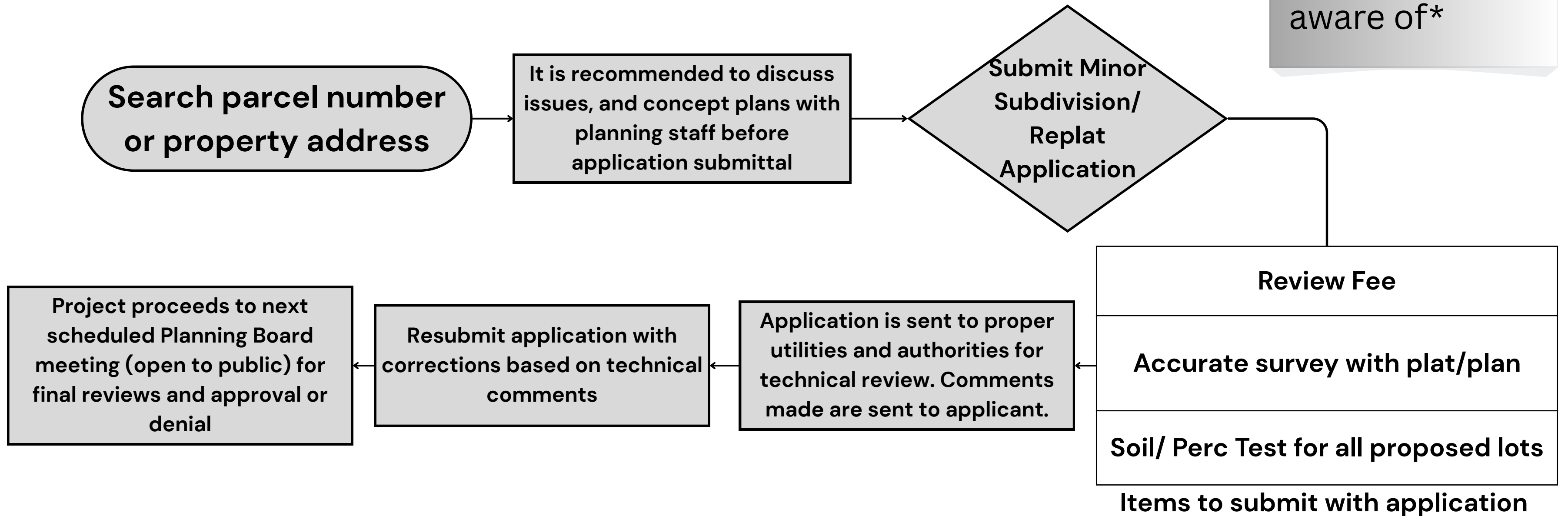
- Check for the current zoning of the property. Contact the Planning Office for this information.
- Pre-platting meeting
  - Meet with County Planning staff to have regulations explained and to obtain the necessary application forms.
  - Meet with the Health Department to have regulations explained and to obtain the necessary application forms.
- Preliminary review
  - Submit a preliminary subdivision application and submissions to the County Planning Board for review.
  - County Staff and utility companies will review the plat and submissions.
  - The applicant will make all necessary changes to the plat and submissions.
  - The project will be presented to the Planning Board/Zoning Board of Adjustment.
- Construction plan review
  - Depending on what improvements will be constructed as a part of the subdivision, construction plans and specifications for the required improvements must be submitted to and approved by the appropriate agencies and individuals (such as the County Road Superintendent, City Engineer, water authority, Health Department, etc.) prior to the advertising for bids or beginning construction.
- Final review
  - Submit a final subdivision application and submissions to the County Planning Board for review.
  - County Staff and utility companies will review plat and submissions.
  - Project will be presented to the Planning Board/Zoning Board of Adjustment.
- **PLEASE NOTE: in most cases for Minor Subdivisions, the Preliminary and Final Review will be simultaneous as there is generally no construction that requires construction plan review.**
- Signing and filing of the final plat
  - Once all the necessary approvals have been obtained, the signature blocks on the final subdivision plat must be signed and the plat must be filed in the office of the Washington County Circuit Clerk. Lots may not be sold until the final plat is filed.

### **Design Standards and Required Improvements.**

The design standards and required improvements associated with the development of a subdivision are outlined in the Washington County Code Planning and Zoning Ordinance No. 2025-044.

# Minor Subdivisions & Replats

\*See submittal schedule for important dates to be aware of\*



## WASHINGTON COUNTY, ARKANSAS MINOR SUBDIVISION APPLICATION

Notice: Preliminary or Final Plats to be placed on the Planning Board meeting agenda must have applications turned in to the Planning Office by the submittal date (shown on a schedule available from the Planning Office.)

**Check one:**       Preliminary/Final plat       Preliminary plat       Final Plat       Replat

**Name of Development:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

*The following statements and answers herein made and all data, information, and evidence herewith submitted are, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of this application. I understand that the County might not approve what I am applying for, or might set conditions on approval.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

*I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent 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 or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Contacts:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred?   
Email: \_\_\_\_\_ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.



## MINOR SUBDIVISION PLAT CHECKLIST

The following information is required on Preliminary and Final Plats as designated. Plats missing more than four (4) required informational items will not be included on the agenda:

	<b>General Information</b>	Preliminary/Final Plat
(1)	Name and address of owner, developer, engineer and surveyor.	X
(2)	Name of the land development, date, graphic scale, north arrow, total acreage and individual tract acreage	X
(3)	Legal description of the property with dimensions and angles sufficient to locate all lines on the ground. Lot and blocks shall be numerically identified, boundaries shown by bearings and distance, and property located by Section, Township and Range and tied to the nearest of two (2) defined and referenced Section Corners or Quartersection Corners.	X
(4)	Concrete or approved aluminum monuments shall be placed at the exterior boundary corners and one-half-inch by eighteen-inch steel pins shall be placed at all lot corners.	X
(5)	Vicinity sketch at a scale appropriate to show the relationship of the development with surrounding improvements and communities, and other information requested by the Planning Board.	X
(6)	If stage development is involved, the complete development plan with the stages of development and construction shown.	X

	<b>Existing Conditions for Land Development</b>	Preliminary/Final Plat
(7)	Original <i>and proposed</i> topography at ten-foot contour intervals.	X
(8)	Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. <i>Include parcel numbers.</i>	X
(9)	All plats presented to the planning board and filed for record shall note the uses of adjacent property. The determination of said use shall be the responsibility of the developer.	X
(10)	Existing roads, streets, culverts, railroads, and other features: The <i>plat</i> shall show the location, name, width, surface type, surface condition and right-of-way width of all existing or platted roads, streets or other public ways within or adjacent to the proposed improvement, including features such as existing permanent buildings, water courses, railroads, municipal corporation limits, county's state lines, planning district limits, oil and gas lines or wells, abandoned wells and dry holes.	X
(11)	Existing utilities: Ownership names and dimensions on overhead and underground power and communications lines, sewers, water mains, gas mains, and other underground structures, including water wells and septic systems within the development or immediately adjacent thereto. <i>Show the existing utilities and list the utility companies on the plat.</i>	X
(12)	Flood areas: 1% (100-year) flood per FEMA map.	X
(13)	Watercourses: If the proposed development is traversed by a watercourse, channel, stream, creek or river, the present and proposed location of each shall be shown.	X
(14)	Soil analysis: The developer shall indicate the types of soil found in the plat area according to the USDA Soil Conservation Service.	X
(15)	Plat and deed restrictions: Restrictions, if any, with use and perimeters defined. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. <i>If none, add a note to the plats stating there are none. (Signature Block 6)</i>	X

	<b>Proposed Improvements</b>	Preliminary/Final Plat
(16)	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations.	X
	<i>Address numbers, OR on lots that are over one-half acre in size, add the following note to the plat: Lots that are over one-half acre in size will need to be addressed after the home location is known.</i>	X
(17)	Street typical sections and pavements sections for each classification of street.	X
(18)	Bearings and linear dimensions referenced to true north of all lines, interior angles of lots may be shown in lieu of bearings.	X
(19)	Proposed use of all land within the development.	X
(20)	Location and size of all proposed utility lines.	X
(21)	Drainage plan for entire area.	
	Sizes of all driveway and road tiles shall be stated	
(22)	Building setback lines as fixed by the County, building lines and any setback lines established by public authority, and those stipulated in the deed restrictions and right-of-way lines.	X

	<b>Information to Supplement the Plat</b>	Preliminary/Final Plat
(23)	Access control: The openings for ingress and egress from the platted area to public street, road or highways.	X
(24)	Letter of transmittal.	X
(25)	Payment of review fee.	X
(26)	Certification issued by the County Tax Collector to the effect there are no delinquent taxes payable at the time of the <i>plat</i> approval.	X
(27)	Certification of survey and accuracy of survey by the surveyor. <i>(Signature Block 2)</i>	X
(28)	Certification of ownership, title and dedication by the developer. <i>(Signature Block 3)</i>	X
(29)	Certification of the developer's engineer that the design meets the County's design standards. <i>(Signature Block 1) Not Applicable to Minor Subdivisions</i>	
(30)	Signature block for Planning Board Approval. <i>(Signature Block 8)</i>	X
(31)	Signature block for the County Road Superintendent to certify approval of streets, grading and drainage improvements and easements; and receipt of required Maintenance Bonds. <i>(Signature Block 7)</i>	X
(32)	Signature block for the Arkansas Department of Health to certify approval of water and sanitary sewer improvements. <i>(Signature Block 4)</i>	X
(33)	A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division. <i>Provide proof that a water tap to accommodate the development is available or that there is adequate space for a well on the property along with any septic systems, as per Arkansas Department of Health Standards, which requires a minimum of 100' of separation. If a decentralized sewer system is being used. (Signature Block 10)</i>	X
(34)	<i>All remaining Signature Blocks as appropriate. (Signature Blocks 5, 6, 9, 11)</i>	X
(35)	<i>Add note to Plat: Any further splitting, use or land development not considered with this approval must come before the Planning Board for a separate approval.</i>	X
(36)	<i>Add note to Plat: Review of these plats is limited to general compliance with Washington County codes and regulations and does not warranty the engineer's design or relieve the developer of any requirements, even if error, omissions or any inadequacies are discovered after plat approval. The County's requirement shall govern over any conflicts with the plans or specifications. Any conditions determined in the field that require changes shall be subject to further review and corrective action to be paid for by the developer.</i>	X

*Items in italics were added for clarification.*

## Signature Blocks

1. CERTIFICATE OF ACCURACY OF STREET AND ROAD PLANS AND SPECIFICATIONS:

**Not Applicable to Minor Subdivisions**

2. CERTIFICATE OF ACCURACY OF SURVEY:

I certify that the plat shown and described hereon is a true and correct survey and that the monuments have been placed as shown hereon as required by "Regulations, Standards and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County".

Date: \_\_\_\_\_ Surveyor: \_\_\_\_\_

3. CERTIFICATE OF OWNERSHIP & DEDICATION:

I hereon certify that I am the owner of the property described hereon and I do hereby dedicate all street, access, utility, & drainage easements to public or private use as indicated.

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

4. STATE HEALTH DEPARTMENT APPROVAL:

The plan and specifications as shown on the plat were approved by the Arkansas State Health Department by letter.

Dated: \_\_\_\_\_ Signed By: \_\_\_\_\_

5. UTILITY EASEMENTS:

We hereby certify that all utility easements shown on this plat are satisfactory for providing service if and when service is available.

Gas: \_\_\_\_\_ Electricity: \_\_\_\_\_

Water: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cable TV: \_\_\_\_\_

6. DECLARATIONS OF COVENANTS AND RESTRICTIONS (if applicable):

Covenants and restrictions are as shown on the appropriate document signed by the owner on \_\_\_\_\_, and filed with the Circuit Clerk on \_\_\_\_\_

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

7. COUNTY ROAD SUPERINTENDENT APPROVAL:

(Use block 7a or 7b as appropriate, but not both.)

7a. The road and easement locations shown on this plat, the road plans submitted, and the grading and drainage plans submitted are approved. The required maintenance bonds have been received.

County Road Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

7b. The road easements shown are approved.

County Road Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

8. PLANNING BOARD APPROVAL:

8. This plat was approved by the Washington County Planning Board at a meeting on (date): \_\_\_\_\_.

Planning Director: \_\_\_\_\_ Date: \_\_\_\_\_

9. COUNTY FIRE MARSHAL APPROVAL:

**Not Applicable to Minor Subdivisions**

10. PUBLIC UTILITY COORDINATOR APPROVAL:

**Not Applicable to Minor Subdivisions**

11. COUNTY JUDGE APPROVAL:

The road easement dedications shown are approved. Acceptance of roads and streets into the County Road System will occur after they are constructed to Washington County specifications.

County Judge: \_\_\_\_\_ Date: \_\_\_\_\_

# Authorization of Representation

This document is to be submitted to the Washington County Planning Department and Rural Development via [planning@washingtoncountyar.gov](mailto:planning@washingtoncountyar.gov)

## **TO THE PLANNING OFFICE OF WASHINGTON COUNTY, AR**

I, \_\_\_\_\_ hereby authorize  
(Printed name of property owner/applicant)

\_\_\_\_\_ to represent me and/or my  
(Authorized Representative)

organization and to make decisions on my behalf pertaining to the following project(s):

\_\_\_\_\_  
(Project Name/Number)

\_\_\_\_\_  
(Project Name/Number)

\_\_\_\_\_  
(Project Name/Number)

\_\_\_\_\_  
(Project Name/Number)

which is/are to be presented to the Washington County Planning Board/ZBA at their meeting to be held on \_\_\_\_\_.  
(Meeting date)

\_\_\_\_\_  
(Printed name of property owner/applicant)

\_\_\_\_\_  
(Signature of property owner/applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name of property owner/applicant)

\_\_\_\_\_  
(Signature of property owner/applicant)

\_\_\_\_\_  
(Date)

## Washington County Health Department

3270 Wimberly. Fayetteville, AR 72703

Telephone: (479) 521-8181 ext. 2. - Fax: (479) 973-8483

The individuals listed below are certified by the Arkansas Department of Health to conduct soil work (perc test) and design individual sewage disposal systems within the NWA region.

*The below list was generated from the AR Department of Health website on 05/10/2024 - SA  
For the most current information please access their website at*

<https://onsitewastewater.adh.arkansas.gov>

Licensee Name	License Type Description	City	Phone Number
AIDEN CASTLEBERRY	Designated Representative Permit	Prairie Grove	870-794-6029
ALISON WEST	Designated Representative Permit	Rogers	479-409-8444
BILL PLATZ	Designated Representative Permit	Rogers	479-619-7989
BOBBI BUCHANAN	Designated Representative Permit	Bentonville	479-855-6314
BODIE DRAKE	Designated Representative Permit	Springdale	501-291-2515
CHRISTY SMITH	Designated Representative Permit	Green Forest	870-577-0587
DANIEL SMITH	Designated Representative Permit	Fayetteville	540-335-4517
DENNIS BIRGE	Designated Representative Permit	Bentonville	479-409-3958
EDWARD MOORE	Advanced Septic Installer License	Prairie Grove	479-824-2272
ELIZABETH ANDREWS	Designated Representative Permit	Bella Vista	479-531-6007
GLEN LAURENT	Designated Representative Permit	Goshen	479-601-3844
JAMES RICHARDSON	Designated Representative Permit	Springdale	479-841-6305
JEFFREY TYLER	Designated Representative Permit	Alma	479-629-4131
JOHNNY WILES	Designated Representative Permit	Fayetteville	479-595-1108
JONATHAN CHICK	Designated Representative Permit	Farmington	479-200-6485
JOSHUA BOYD	Advanced Septic Installer License	West Fork	479-841-2121
KENNETH COLLINS	Designated Representative Permit	Berryville	479-253-3142
LINDA MAYO	Designated Representative Permit	West Fork	479-466-6117
MARISSA DREW	Designated Representative Permit	Garfield	479-340-7265
MARK CORBITT	Designated Representative Permit	Lowell	479-466-6183
MATTHEW BODSON	Designated Representative Permit	Van Buren	870-577-3767
MICHAEL FLETCHER	Designated Representative Permit	Grove, OK	918-786-9482
MICHAEL HOLDER	Designated Representative Permit	Van Buren	479-216-2104
PIPER SATTERFIELD	Designated Representative Permit	Bentonville	479-271-0058
RACHEL ARTHUR	Designated Representative Permit	Rogers	479-352-7645
RANDALL WIGGINS	Designated Representative Permit	Fayetteville	479-422-2094
REBA BAILEY	Designated Representative Permit	Springdale	479-530-2548
REBECCA CORBITT	Designated Representative Permit	Lowell	479-466-6183
RICK HUDSON	Designated Representative Permit	Bella Vista	479-224-1513
ROSS WILMOTH	Designated Representative Permit	Gentry	479-957-6867
RUSSELL MOORE	Advanced Septic Installer License	Prairie Grove	479-824-2272
RYAN MOORE	Advanced Septic Installer License	Prairie Grove	870-794-6029
SAM DUNN	Designated Representative Permit	Mulberry	479-997-5277
TIM ACORD	Designated Representative Permit	Rogers	479-685-7179
WAYNE EAGLESON	Designated Representative Permit	Gravette	479-412-0750
WILL JONES	Designated Representative Permit	Huntsville	479-790-2784
ZETH MARTIN	Designated Representative Permit	Huntsville	479-445-0061

Questions? Contact the  
Planning Department

2615 S. Brink Drive. Fayetteville, AR 72701  
Phone (479) 444-1724. Fax (479) 973-1786.

[planning@washingtoncountyar.gov](mailto:planning@washingtoncountyar.gov) - <https://www.washingtoncountyar.gov/>

# 2026



## Washington County Planning Board and Zoning Board of Adjustment Meeting Schedule, Submittal Schedule, and Technical Review Dates

Submittal Date	Tech. Review	Resubmittal	Neighbor Notifications	Planning Board & ZBA Meeting Date	Quorum Court Meeting Date
2:00 P.M. Deadline	10:00 A.M. Deadline (Unless otherwise posted)	Address tech. review comments 2:00 P.M. deadline	2:00 P.M. Deadline	Thursdays, 5:00 P.M. (Unless otherwise posted)	Thursdays, 6:00 P.M. (Unless otherwise posted)
December 5, 2025	December 16, 2025	December 23, 2025	December 23, 2025	January 8, 2026	February 19, 2026
January 9, 2026	January 20, 2026	January 27, 2026	January 29, 2026	February 12, 2026	March 19, 2026
February 13, 2026	February 24, 2026	March 3, 2026	March 5, 2026	March 26, 2026	April 16, 2026
March 27, 2026	April 7, 2026	April 14, 2026	April 16, 2026	April 30, 2026	May 21, 2026
May 1, 2026	May 12, 2026	May 19, 2026	May 21, 2026	June 4, 2026	July 9, 2026
June 5, 2026	June 16, 2026	June 23, 2026	June 25, 2026	July 9, 2026	August 20, 2026
July 10, 2026	July 21, 2026	July 28, 2026	July 30, 2026	August 13, 2026	September 17, 2026
August 14, 2026	August 25, 2026	September 1, 2026	September 3, 2026	September 24, 2026	October 15, 2026
September 25, 2026	October 6, 2026	October 13, 2026	October 15, 2026	October 29, 2026	November 19, 2026
October 30, 2026	November 10, 2026	November 17, 2026	November 19, 2026	December 3, 2026	December 17, 2026
December 4, 2026	December 15, 2026	December 22, 2026	December 23, 2026	January 7, 2027	January 21, 2027
January 8, 2027	January 20, 2027	January 26, 2027	January 28, 2027	February 11, 2027	February 18, 2027
February 12, 2027	February 23, 2027	March 2, 2027	March 4, 2027	March 25, 2027	April 15, 2027

Conditional Use Permits, Variances, Subdivision Plats, and Large Scale Development Plans to be placed on the Planning Board & Zoning Board of Adjustment meeting agenda must be turned into the Planning Office by 2:00 p.m. on the submittal date shown on the schedule. All items required must be included with your submittal (this includes soil work, drainage reports, traffic reports/studies, fire flow etc. - when required). Please consult the project's checklist to ensure that you have all items required for submittal or your project will not be placed on the agenda. Planning staff will provide neighbor notification letter/address list that needs to be sent out by applicant.

If approved by the Planning Board, Conditional Use Permits must be ratified by the Quorum Court. This ratification usually takes place at the next regularly scheduled Quorum Court meeting. Any applicant or member of the public may appeal the approval or denial of a CUP within thirty (30) days of the Planning Board's decision. Contact the Planning Office for appeal forms and additional details.