

## 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.

**Property Information:**

Proposed Land Use: \_\_\_\_\_  
Total Acreage of Property: \_\_\_\_\_ Total Number of units Proposed: \_\_\_\_\_

**Utility Information:**

*(Check box if utility has existing lines on or fronting the property and write the name of the company.)*

Water company name: \_\_\_\_\_  Electric Company name: \_\_\_\_\_  
 Gas company name: \_\_\_\_\_  Telephone company name: \_\_\_\_\_  
 Cable company name: \_\_\_\_\_  Sewer System / Septic: \_\_\_\_\_

**Parcel Information:**

Tax Parcel Number(s): \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Floodplain:  yes  no Map #: \_\_\_\_\_ Floodplain type (A, AE, etc.): \_\_\_\_\_

**Road Information:**

U.S., State, or County road # giving access to property: \_\_\_\_\_  
Road surface (asphalt, gravel, unimproved, etc.): \_\_\_\_\_ Right of way width: \_\_\_\_\_

**ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.**

**PLAT REVIEW FEES: \$300.00**

**Soil work/Perc test Information:**

Has the Soil analysis test been completed? **Completed:** \_\_\_\_\_ **Scheduled:** \_\_\_\_\_  
Date/DR Name Date/DR Name

**OFFICE USE ONLY:**

Conditional Use Permit Approval: \_\_\_\_\_  
County Preliminary Approval: \_\_\_\_\_ County Final Approval: \_\_\_\_\_

Tabled Dates: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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.<br><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.<br><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:<br/>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.<br><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)

# 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<br>(Unless otherwise posted) | Address tech. review comments<br>2:00 P.M. deadline | 2:00 P.M. Deadline     | Thursdays, 5:00 P.M.<br>(Unless otherwise posted) | Thursdays, 6:00 P.M.<br>(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.