

CITY OF SPRINGDALE LOT SPLIT PROCEDURES

Procedures for approval of lot splits are dependent on the physical location of the parcel and the type of split. A typical split is one in which the parcel has the required frontage on a public street or approved private street based on the zoning of that parcel. A tandem lot split is one that does not have required frontage on a public street or approved private street, and which is located behind a lot or a portion of a lot which does have frontage on a public street or approved private street.

A. Outside the planning boundary:

When the proposed lot split is outside the City of Springdale's planning boundary no submittal or approval is necessary from the City of Springdale. Final approval is the responsibility of the County.

B. Within the planning boundary:

When the proposed lot split is within the City of Springdale's planning boundary, a formal submittal is required.

1. Outside the city limits of Springdale:

a. First time split:

i. Typical split:

A first time typical lot split outside the City of Springdale requires the review of City Staff but final approval shall be the responsibility of the County. The number of copies to be submitted shall be determined by the applicant. The City shall retain one (1) copy and the applicant shall submit the remaining copies to the County. Another copy is requested to be returned to the City after filing. The formal submittal shall contain the following items:

- 1) Show the Parcel number of the property in a prominent font above the Parent Tract legal description.
- 2) Submit \$50.00 lot split fee.
- 3) Submit warranty deed.
- 4) Show the name of property owner.
- 5) Show the address of property owner.
- 6) Show a north arrow.
- 7) Show scale.
- 8) Show graphic scale.
- 9) Show vicinity map.
- 10) Provide a surveyor certification.
- 11) Provide surveyor's stamp and signature.
- 12) Need flood zone statement.
- 13) Show acreage of each tract.
- 14) Show a legal description of parent tract.
- 15) Show a legal description of each new tract.
- 16) Need description of actual land tie.
- 17) Show POBs.

- 18) Need to pin all corners.
- 19) Show names, and addresses of all adjacent property owners (including those across the road).
- 20) Show all existing structures with the distances to the property lines.
- 21) Show the location of the septic system and leach fields, if applicable.
- 22) Show centerline of all existing streets.
- 23) Show the distance from the centerline to the property line.
- 24) Maximum size of the plat is 17" x 24".

ii. Tandem split:

A first time tandem lot split outside the City of Springdale requires the review of the City Staff and submission to and approval of the Springdale Planning Commission but final approval shall be the responsibility of the County. Eighteen (18) copies shall be submitted for the Springdale Planning Commission's review. If approved by the Springdale Planning Commission, the applicant shall correct and re-submit. The City Staff shall review and approve and shall retain one (1) copy. The applicant shall submit the remaining copies to the County for approval. Another copy is requested to be returned to the City after filing. The formal submittal shall contain the following items:

- 1) Show the Parcel number of the property in a prominent font above the Parent Tract legal description.
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- 13) Show acreage of each tract.
- 14) Show a legal description of parent tract.
- 15) Show a legal description of each new tract.
- 16) Need description of actual land tie.
- 17) Show POBs.
- 18) Need to pin all corners.
- 19) Show names, and addresses of all adjacent property owners (including those across the road).
- 20) Show all existing structures with the distances to the property lines.
- 21) Show the location of the septic system and leach fields, if applicable.
- 22) Show centerline of all existing streets.
- 23) Show the distance from the centerline to the property line
- 24) Show a 25' access easement
- 25) Submit a copy of the filed access easement to the City Staff.
- 26) Maximum size of the plat is 17" x 24".

b. Second time or more split:

i. Typical split:

A typical lot split outside the City of Springdale that has been previously split requires the review of City Staff and submission to and approval of the Springdale Planning Commission but final approval shall be the responsibility of the County. Eighteen (18) copies shall be submitted for the Springdale Planning Commission's review. A waiver of subdivision regulations must be requested in writing at the time of the submittal. If approved by the Springdale Planning Commission, the applicant shall correct and re-submit. The City Staff shall review and approve and shall retain one (1) copy. The applicant shall submit the remaining copies to the County for approval. Another copy is request to be returned to the City after filing. The formal submittal shall contain the following items:

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- 6) Show a north arrow.
- 7) Show scale.
- 8) Show graphic scale.
- 9) Show vicinity map.
- 10) Provide a surveyor certification.
- 11) Provide surveyor's stamp and signature.
- 12) Need flood zone statement.
- 13) Show acreage of each tract.
- 14) Show a legal description of parent tract.
- 15) Show a legal description of each new tract.
- 16) Need description of actual land tie.
- 17) Show POBs.
- 18) Need to pin all corners.
- 19) Show names, and addresses of all adjacent property owners (including those across the road).
- 20) Show all existing structures with the distances to the property lines.
- 21) Show the location of the septic system and leach fields, if applicable.
- 22) Show centerline of all existing streets.
- 23) Show the distance from the centerline to the property line.
- 24) Maximum size of the plat is 17" x 24".

ii. Tandem split:

A tandem lot split outside the City of Springdale that has been previously split requires the review of City Staff and submission to and approval of the Springdale Planning Commission but final approval shall be the responsibility of the County. Eighteen (18) copies shall be submitted for the Springdale Planning Commission's review. A waiver of subdivision regulations must be

requested in writing at the time of the submittal. If approved by the Springdale Planning Commission, the applicant shall correct and re-submit. The City Staff shall review and approve and shall retain one (1) copy. The applicant shall submit the remaining copies to the County for approval. Another copy is request to be returned to the City after filing. The formal submittal shall contain the following items:

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- 10) Provide a surveyor certification.
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- 12) Need flood zone statement.
- 13) Show acreage of each tract.
- 14) Show a legal description of parent tract.
- 15) Show a legal description of each new tract.
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- 20) Show all existing structures with the distances to the property lines.
- 21) Show the location of the septic system and leach fields, if applicable.
- 22) Show centerline of all existing streets.
- 23) Show the distance from the centerline to the property line
- 24) Show a 25' access easement.
- 25) Submit a copy of the filed access easement to the City Staff.
- 26) Maximum size of the plat is 17" x 24".

2. Within the city limits of Springdale:

The Springdale Planning Commission or the Springdale City Staff shall have final approval of a lot split within the City of Springdale.

a. First time split:

i. Typical split:

A first time typical lot split within the City of Springdale requires the review and approval of the City Staff. The applicant shall submit six (6) copies to the City Staff. The City shall return one (1) filed copy to the applicant. The formal submittal shall contain the following items:

- 1) Show the Parcel number of the property in a prominent font above the Parent Tract legal description.
- 2) Submit \$50.00 lot split fee.
- 3) Submit warranty deed.
- 4) Show the name of property owner.
- 5) Show the address of property owner.
- 6) Show the zoning of the property
- 7) Show a north arrow.
- 8) Show scale.
- 9) Show graphic scale.
- 10) Show vicinity map.
- 11) Provide a surveyor certification.
- 12) Provide surveyor's stamp and signature.
- 13) Need flood zone statement.
- 14) Show acreage of each tract.
- 15) Show a legal description of parent tract.
- 16) Show a legal description of each new tract.
- 17) Need description of actual land tie.
- 18) Show POBs.
- 19) Need to pin all corners.
- 20) Show names, zoning, and addresses of all adjacent property owners (including those across the road).
- 21) Show all existing structures with the distances to the property lines.
- 22) Show the location of the septic system and leach fields, if applicable.
- 23) Show setback lines.
- 24) Need to dedicate the right-of-way for all abutting streets in accordance with the Master Street Plan. Submit a signed right-of-way easement document to the City Staff for filing.
- 25) Show centerline of all existing streets.
- 26) Show the distance from the centerline to the property line.
- 27) Maximum size of the plat is 17" x 24".

iii. Tandem split:

A first time tandem lot split within the City of Springdale requires the review of City Staff and submission to and approval of the Springdale Planning Commission. An *Application for Condition Use –Tandem Lot* must be completed and submitted along with eighteen (18) copies of the plat submitted for the Springdale Planning Commission's review. If approved by the Springdale Planning Commission, the applicant shall correct and re-submit six (6) copies to the City Staff for review and approval. One (1) filed copy shall be returned to the applicant. The formal submittal shall contain the following items:

- 1) Show the Parcel number of the property in a prominent font above the Parent Tract legal description.
- 2) Submit \$75.00 conditional use fee.
- 3) Submit warranty deed.
- 4) Show the name of property owner.

- 5) Show the address of property owner.
- 6) Show zoning of the property.
- 7) Show a north arrow.
- 8) Show scale.
- 9) Show graphic scale.
- 10) Show vicinity map.
- 11) Provide a surveyor certification.
- 12) Provide surveyor's stamp and signature.
- 13) Need flood zone statement.
- 14) Show acreage of each tract.
- 15) Show a legal description of parent tract.
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- 21) Show all existing structures with the distances to the property lines.
- 22) Show the location of the septic system and leach fields, if applicable.
- 23) Show setback lines.
- 24) Need to dedicate the right-of-way for all abutting streets in accordance with the Master Street Plan. Submit a signed right-of-way easement document to the City Staff for filing.
- 25) Show centerline of all existing streets.
- 26) Show the distance from the centerline to the property line
- 27) Show a 25' access easement
- 28) The access easement must be entirely paved a minimum of fifteen feet (15') wide.
- 29) Submit a copy of the filed access easement to the City Staff.
- 30) Maximum size of the plat is 17" x 24".

c. Second time or more split:

i. Typical split:

A typical lot split within the City of Springdale that has been previously split requires the review of City Staff and submission to and approval of the Springdale Planning Commission. Eighteen (18) copies of the plat shall be submitted for the Springdale Planning Commission's review. A waiver of subdivision regulations must be requested in writing at the time of the submittal. If approved by the Springdale Planning Commission, the applicant shall correct and re-submit six (6) copies to the City Staff for review and approval. One (1) filed copy shall be returned to the applicant. The formal submittal shall contain the following items:

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- 5) Show the address of property owner.
- 6) Show the zoning of the property.
- 7) Show a north arrow.
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