

SUBDIVISION AND LAND DEVELOPMENT
REGULATIONS
APPROVED BY
ORDINANCE

For

The City of
Alma, Arkansas

2021

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Chapter 1

Introduction

Section 1. Purpose

The purpose of these regulations is to set forth the procedures, requirements, and minimum standards governing the subdivision of land under the jurisdiction of the Alma Planning Commission.

Section 2. Authority

The subdivision regulations are adopted in accordance with the authority granted by Act 186 of the 1957 General Assembly of the State of Arkansas.

Section 3. Jurisdiction

These regulations shall be applicable to all land within the planning area of the City of Alma as indicated the “Planning Area Map” adopted by the Planning Commission on

Section 4. Conformance to Official Plans

Subdivisions shall conform to the following plans and regulations that are in effect: The Zoning Ordinance, the Master Street Plan, and all building codes.

Section 5. Suitability of Land

The Planning Commission shall judge the suitability of land for the proposed development and shall require plat disapproval if physical conditions would endanger health, life, or property.

Section 6. Transfer of Property

All property within a subdivision, as defined herein, shall be conveyed only by reference to an officially recorded plat.

Section 7. Preparation of improvement Plans

Unless otherwise specified, all Improvement Plans both preliminary and final shall be prepared by a registered professional engineer licensed in the State of Arkansas.

Section 8. Inspection and Certification of Improvements Plans

It shall be the responsibility of the profession engineer who prepare improvement plans to inspect, test, and certify that the various improvements have met the specifications in the plans and meet the requirements of the City of Alma and the State of Arkansas. The results shall be presented to an agent of the City of Alma for verification of requirements and approval.

Section 9. Conditions for Building Permits and Utilities

No Building permit shall be issued, nor shall any utility line or service be extended to, nor serve any structure and no person, firm, or corporation shall sell or offer any lot or part of any subdivision for sale, nor construct any building unless:

1. The lot, building, or structure was established before the adoption of this ordinance.
2. All requirements of this ordinance have been met, regulations here under have been satisfactorily completed, and the Final Plat has been accepted and recorded with the Crawford County Circuit Clerk.

Chapter 2

Definitions

Section 1. Objective

To provide explanations of terms used with the subdivision regulations. These explanations should not be interpreted as literal but as a general definition of the terms.

Section 2. Terms

Alley – a minor public way used for utility easements and vehicular service access to the back or the side of properties abutting a street.

Arterial Street – Carries the major portion of vehicles entering or leaving the city. Provides a means for intra-area travel while not penetrating the neighborhoods.

Collector Street – provides both land access and circulation within residential neighborhoods, commercial and industrial areas. These streets distribute traffic to local streets from the arterial streets as well as collect traffic from local streets.

Cul-de-sac – a street having one end open to the traffic and being terminated at the other end by a circular vehicle turnaround.

Dead End Street – a street that provides no through movement and does not offer a turnaround area as with the Cul-de-sac.

Developer – person, persons, or corporations that plans to utilize and divide land for development into two or more tracts (lots) for the purpose of transferring ownership of smaller lots within the development or a person, persons, or corporation that plans to utilize land where an extension of a public street is proposed.

Easement – a grant by a property owner to the public, a corporation, or a person for the use of a designated portion of land as shown on a plat to be used for specific purposes.

Engineer – a licensed professional engineer, licensed in the State of Arkansas to prepare and design plans and specifications as appropriate for the improvements required within these regulations.

Hardscaping - non-living materials utilized as landscape improvements such as stones.

Improvement – Street, grading and surfacing, curbs and gutters, water distribution system, sanitary sewer systems, culverts and bridges, and other utilities and related items serving the development.

Landscaping – an effort to beautify a piece of property. Landscaping is a minimum of sod to create a lawn.

Local Street – provides direct access to abutting property and higher classifications of streets, for instance collector streets and arterial streets.

Lot – a portion of a subdivision, or any parcel of land intended as a unit of transfer of ownership of land for development.

Plan (City) – the comprehensive plan made and adopted by the Planning Commission and accepted by resolution by the City Council indicating the general locations recommended for the various land uses, major streets, parks, public buildings, zoning districts, and other public improvements.

Plan, Master Street – a plan for streets made and adopted by the Planning commission and accepted by the City Council by ordinance classifying certain street within the planning area jurisdiction as arterial, collector, or local streets.

Plat – a map or drawing and accompanying material indicating the layout and design of a proposed subdivision or lot-split prepared by a developer for consideration and approval by the Planning Commission. Such plats may be the initial sketch, the Preliminary Plat, or the Final Plat.

Subdivision – the division or re-division of a tract into two or more tracts or parcels for the express purpose of either immediate or future development. Any land development where there is an extension of a public street proposed is also considered a subdivision under the Ordinance.

Chapter 3

Design and Layout

Section 1. Objective

To identify those physical features that affect the internal arrangement of subdivisions and to set for the design and layout standards that will assure the development of safe, attractive, efficient, and economical urban areas.

Section 2. Special Conditions

Whenever the tract to be subdivided is of such unusual size, shape, or topography, or surrounded by such development or conditions that provisions of these regulations shall result in substantial hardship on the developer, the Planning Commission may vary such requirements to allow for development of the subdivision in a manner consistent with public welfare and safety. Such a variance may be granted only by an affirmative vote of a majority of the Planning Commission.

Section 3. Streets

Subdivisions located outside the city limits but within the one-mile planning area of the City of Alma shall construct the streets and roads to conform to the current Crawford County Road requirements for construction and maintenance. If, however, the development property is contiguous with shared property boundaries with the City Limits of Alma, AR, construction of the streets in the subdivision will be according to the requirements of the City of Alma.

Any subdivision that is under consideration that will not be connected to an improved Crawford County road or an improved City of Alma street will be required to bring the connecting street up to the road standards of Crawford County or the street standards of the City of Alma whichever type road or street the connecting road is intersecting.

Section 4. County Road Requirements

County Road construction requirements may be found on the website of the Crawford County Judge within the Crawford County Arkansas website.

https://www.crawford-county.org/officials/county_judge

Section 5. City of Alma Types of Streets and Requirements

1. Projection of Arterial and Collector Streets. Arterial and collector street in and along the perimeter of a subdivision shall conform to the Master Street Plan.

2. Local-Service Streets. Minor streets shall be designed in a manner that will discourage through traffic.
3. Street Intersections. Streets shall be designed to intersect as nearly as possible at right angles and no street shall intersect another street at less than seventy-five (75) degrees. Property lines at intersections shall be rounded with a radius of not less than twenty-five (25) feet.
4. Dead End Streets. Dead end streets, designed as permanent, shall not be longer than five hundred (500) feet and shall be provided at the closed end with a cul-de-sac with a radius of not less than fifty (50) feet. However, dead end streets and cul-de-sacs shall be avoided when possible.
5. Street Jogs. Street jogs with centerline offsets of less than one hundred, twenty-five (125) feet shall be avoided.
6. Geometric Design Criteria for the City of Alma, Arkansas. The geometric design and widths of streets shall conform to the requirements of the following table:

Design Element	Local	Collector	Arterial
Right-of-way Width, Feet	50	60	80
Pavement Width (Back-to-Back of Curb), Feet	27	37	52
Design Speed, MPH	30	35	40
Stopping Sight Distance, Minimum, Feet	175	225	275
Centerline Radius, Minimum, Feet	100	250	400
Intersection Curb Return Radius, Feet	20 ^a	20	25
Minimum Tangent Between Reverse Curves, Feet	--	100	200
Longitudinal Grade, Percent			
Minimum	0.5	0.5	0.5

Maximum ^b	12	8	5
Vertical Curve Coefficient, K			
Crest	28 ^c	45	55
Sag	35 ^c	49	55

- a. 30 feet if in an industrial area
- b. The maximum grade of any side street intersecting a collector or arterial street shall be 6% within 100 feet of the intersection.
- c. 16 and 24 respectively, if approved by Public Works Director, for very low volume streets.

- 7. Subdivisions with Arterial or Collector Streets. Where a subdivision abuts or contains an existing or proposed arterial or collector street, the Planning Commission shall require treatment that may be necessary to allow adequate protection for residential properties and to afford separation of through and local traffic.
- 8. Half Streets and Additional Width on Narrow Existing Streets. New half streets shall be prohibited. Subdivisions that adjoin existing streets with substandard rights-of-way, shall dedicate additional right-of-way to meet the minimum street rights-of-way width requirement.
- 9. Street Naming. Street names should follow the guidelines set forth below:
 - a. Street names and numbers shall not duplicate the spelling of existing streets in the City or within the jurisdiction of the Planning Area
 - b. The words “OLD” and “NEW” must not be used with a base name.
 - c. Abbreviations or single letters of the alphabet must not be used for the base name.
 - d. Names tending to be mispronounced, misspelled or difficult to pronounce or spell should not be used. (i.e., Javelina, Weimaraner)
 - e. Two-word names should not be used. (i.e., Clear Lake, Brook Haven)
 - f. Street base names should not contain directional words such as North, South, East, or West. It is difficult to distinguish the pre-

direction portion of a full street name from the street name itself.
(i.e., Northridge)

- g. Special characters and punctuation should be avoided in the street name.
 - h. Street names should be limited to fifteen (15) characters and spaces or less. Designations such as highway, boulevard, circle, court, road, street, drive, and avenue will be abbreviated.
10. Private streets with volumes of at least twenty-five trips per day must have a name.

11. A street name may contain up to three parts:

Prefix	Base Name	Road Type
N	Joy	St

12. WAPDD will assign addresses to the street names as established with Crawford County 911 Emergency System.

Section 6. Blocks

- 1. Length, Width, and Shape. The length, width, and shape of blocks shall be determined with due regard to:
 - a. Adequate building sites suitable to the type of use contemplated.
 - b. Topography
 - c. Physical features.
- 2. Size. Blocks shall be large enough to accommodate two tiers of lots and shall be at least two times the width in length.

Section 7. Lots

- 1. Lot Size and Shape. The lot size, width, depth, shape, and orientation and the minimum building setback lines shall be appropriate for the terrain and in accordance with City of Alma Zoning Regulations.
- 2. Lot Dimensions. Lot dimensions shall conform to the requirements of the zoning ordinance. Where no zoning ordinance is in effect, the lot dimensions shall be as follows:
 - a. Lots which are served by public sewer shall not be less than seventy (70) feet wide at the building set back line nor less than seven thousand (7000) square feet in area.

- b. Lots not served by public sewer shall be in accordance with Arkansas State Health Department regulations.
3. Corner Lots. Corner lots shall have such additional width as is necessary to accommodate the additional setbacks required.
4. Street Access. Each lot shall have a minimum of thirty (30) feet of frontage to provide satisfactory access to a public local service street. Lots fronting on or having a direct access to an arterial or collector street shall be discouraged.
5. Double and reverse Frontage. Double frontage and reverse frontage lots shall be avoided except where essential to provide separation of residential development from arterial or collector streets or to overcome specific disadvantages of topography and orientation.
6. Side Lot Lines. These lines shall be substantially at right angles or radial to street lines.
7. Building Setback Lines. Where no zoning ordinance is in effect, the building setbacks will conform to the Zoning regulations for the City of Alma if the subdivision property lines are contiguous with the City Limits of Alma. If not contiguous with the City Limits of Alma but within the Planning Area, the building front setbacks shall be at least twenty-five (25) feet from property line.

Section 8. Multiple Accesses

Multiple accesses into a subdivision are required to be provided for additional ingress and egress. Any subdivision exceeding 50 lots shall be provided with at least two entrances on to a public street or interconnect to an adjoining/adjacent existing public street, road, or highway. Requirement for multiple entrances shall be based on the cumulative number of lots for a contiguous development, whether or not it is developed in phases. If the subdivision is 50 lots or lower, the Planning Commission may require multiple accesses at their discretion. Subdivision entrances shall be no closer than 200 feet, as measured from the street centerlines.

Section 9. Easements and Public Dedications

1. Utility. Easements across lots or centered on rear of side lot lines shall be provided where necessary and shall be at least fifteen (15) feet in width.
2. Drainage. Easements adequate in width shall be provided where necessary for water courses and storm water drainage.

Chapter 4

Improvements

Section 1. Objective

To protect new landowners and to reduce maintenance costs to the City, the developers shall provide for the installation of the following improvements at their own expense in accordance with standard specifications adopted the City Council.

Section 2. Requirements for Plat Approval

The developer shall provide, along with the final plat, one of the following in respect to the required improvements.

1. Evidence of the completion of all improvements to the land required by these regulations. This evidence shall be in the form of certificates signed by the proper city authority to the effect that the improvements have been completed and do comply with municipal ordinances governing such improvements and these regulations.
2. A surety bond for one hundred percent (100%) of a project estimate approved by the City of Alma Public Works director for the cost of all required improvements for faithful performance of the required improvements.
Individual bonds submitted by the various subcontractors to the developer for the faithful performance of the work may be substituted for the one bond of one hundred percent (100%) provided that the individual bonds are sufficient to cover the estimate approved by the

City's Public Works Director, and provided that the individual bonds are written in favor of the City of Alma in order to cause work to be completed in case of default by the subcontractor.

All bonds require the approval of the City Attorney prior to acceptance by the City of Alma.

3. A developer may provide a cash deposit or other financial guarantee (such as a letter of credit in favor of the City of Alma) in an amount as specified by the engineer as cost of the improvements and agreed to by the City of Alma as sufficient to complete the installation of the improvements. Such financial guarantee shall be approved by the City Attorney before acceptance by the City of Alma. Such financial guarantee may be withdrawn in direct proportion to the amount of work determines as completed and approved by the City's Public Works Director.

Section 3. Agreement

The developer agrees to enter into an agreement with the City of Alma regarding Item 3 of Section 2, Chapter 4. Agreement document is in the appendix of these regulations.

Section 4. Required Improvements

The developer shall have prepared by a professional engineer registered in the State of Arkansas detailed plans, specifications, and a Basis of Design for all proposed improvements including but not limited to water, sewer, streets, and drainage improvements. These detail plans, specifications, and Basis of Design shall be reviewed by and approved by the appropriate departments of the City of Alma prior to the extension of any services from the City, including water service, sewer service, connection to the storm drainage, or connection to any existing city street. All work shall be under the direct supervision of the registered professional engineer. Inspection of improvements and testing shall be conducted by the professional engineer.

1. Water Distribution System. Each lot in a subdivision shall be served with a supply of water adequate for potable use and for fire protection. Service in the form of water service lines or conduits shall be extended

to each lot. Water lines shall be sized to enable delivery of 700 gallons per minute from any fire hydrant in combination with the maximum daily use with a resulting residual pressure of not less than 20 pounds per square inch at any point in the system. The minimum line size to serve a fire hydrant shall be 6 inches. Fire hydrants shall be spaced not more than 500 feet apart. Water main materials shall be approved by the public works director.

Plans and specifications for waterworks improvements shall be prepared by a professional engineer registered in Arkansas and shall be submitted to and approved by the Arkansas Department of Health, Engineering Division. The water distribution system shall be installed in accordance with the standards of the American Water Works Association.

After installation of the system, the main shall be disinfected and bacteriological samples submitted by the developer or his agents to the Arkansas Department of Health, Engineering Division. The disinfection procedures shall be repeated until satisfactory bacteriological results are obtained. Prior to acceptance of the distribution system by the City, the system shall be pressure tested at 150% of the working pressure and the allowable leakage shall be less than set forth in AWWA C-600.

2. Sanitary Sewer Systems. Where it is determined by the Planning Commission that the sanitary sewer system is available to the subdivision, each lot in the subdivision shall be provided with sanitary sewer service. A public sanitary sewer main shall be extended to each lot or immediately across the street from each lot. A wye shall be installed for each lot. A service line shall be extended across any street to each lot. Service lines shall not extend across private property to serve another lot nor serve more than one lot.

Sanitary sewers shall be a minimum of 8 inches in diameter except that 6-inch diameter laterals may be used serving less than 20 lots when it has been determined by the Planning Commission that this lateral sewer cannot be extended in the future for gravity service or be used to receive sewage from any future lift station. The sanitary sewer system shall be designed, and the plans and specifications prepared by a professional engineer registered in Arkansas. The plans and specifications shall be approved by the Arkansas Department of Health,

Engineering Division. Sewer main materials and services shall be as approved by the Director of Public Works.

Sanitary sewer system shall be installed following the practices set forth in American Society of Civil Engineers Manual No. 37, "Design and Construction of Sanitary Storm Sewers," and under the supervision of a registered professional engineer. The maximum infiltration allowance shall be 100 gallons per inch of diameter per mile per day. Each line segment shall be air-tested in accordance with Uni-Bell PVC Pipe Standard UNI-B-6-85. Prior to acceptance of the sanitary sewers, the supervising engineer shall certify in writing that he has lamped the lines between manholes and observed at least two-thirds (2/3) of a circle and shall present the results of infiltration and/or exfiltration tests, and air tests.

3. Private Sewage Disposal System. Where it is determined by the Planning Commission that a public sanitary system is not available, then evidence shall be shown by the subdivider that arrangements have been made for the provision of satisfactory sewage disposal facilities. Such evidence shall include the approval of the Arkansas Department of Health, Engineering Division.

4. Storm Water Drainages. Storm water drainage information can be found in Ordinance 2015-6.

5. Streets. Streets shall be constructed to the widths indicated on the table in Chapter 3, Section 5.6. All streets shall have concrete curb and gutter.

The street pavement shall be designed to handle the anticipated traffic, based both on volume and axle loads. This pavement thickness design shall be in accordance with the AASHTO "Guide for Design of Pavement Structures", or The Asphalt Institute's "Thickness Design - Asphalt Pavements (MS-1)", or The Portland Cement Association's "Thickness Design for Concrete Pavement".

All designs shall be based on California Bearing Ratio (CBR) tests run on the soils to be used for pavement subgrade. These tests are to be conducted at a frequency of not less than 1 for each 600 feet of street. Soils with a plasticity

index greater than 20 may not be used in the upper 6 inches of the subgrade; they must either be removed and replaced with other material or modified. Subgrades shall be compacted to 100% of the Standard Proctor density (AASHTO T-99) at a moisture content equal to or up to 2% above the optimum moisture content.

For local streets serving residential areas only, and with soils with a plasticity index of less than 20, the following short form chart may be used for the pavement thickness design.

TYPICAL PAVEMENT DESIGNS
Local Residential Streets
(PI < 20)
PAVEMENT SECTIONS^a
(Thickness in Inches)

Subgrade CBR	Type Section ^b	Thickness Inches
3	F Surface	2.5
	Base	10.0
	FD	2.0
		5.5
6	R	5.0
	F Surface	2.5
	Base	8.0
	FD	2.0
10		4.4
	R	5.0
	F Surface	2.0
	Base	7.5
	FD	2.0
		4.0
	R	5.0

a. Minimum pavement thickness; additional base thickness or subbase may be necessary to meet all design requirements.

b. Type of Pavement Section

F = Flexible Pavement

Asphalt Concrete Surface Course

Crushed Stone Base Course

FD = Full Depth Asphalt Pavement

Asphalt Concrete Surface Course

Asphalt Stabilized Base Course

R = Rigid Pavement.

Portland Cement Concrete (Non-reinforced)

The base course shall be AHTD Class 7 Crushed Stone Base. The base course shall be compacted to 100% of Modified Proctor density (AASHTO T-180). Asphalt shall be AHTD Type 2 or 3 Asphalt Concrete Hot Mix Surface Course. Concrete utilized for streets, shall have a 28-day compressive strength of not less than 4,000 psi and shall be air-entrained. Control joints shall be installed at a spacing of not greater than 20 feet both longitudinally and transversely, and all joints shall be sealed.

In areas where a potential exists for subsurface moisture and drainage, the necessity for pipe underdrains shall be evaluated. Underdrains shall be installed at all locations where subsurface moisture will affect the stability of the subgrade or result in unsatisfactory pavement performance.

Field density tests, 1 for each 400 linear feet, shall be made on the subgrade and crushed stone base course. The subgrade shall be approved by the Public Works Director prior to placing the base course, and the base course shall be approved prior to placing the wearing surface. Asphalt densities shall be taken 1 for each 400 linear feet of street with a minimum density of 92% of theoretical density.

Section 5. Prohibited Species

Prohibited species include invasive ones defined by the Ozark Society Foundation. The species below shall be avoided to prevent the spread and unwanted presence.

Invasive Woody Species of Arkansas	
Name	Common Name
<i>Phyllostachys aurea</i>	Golden bamboo*
<i>Ilex cornuta</i>	Chinese holly, horned holly
<i>Hedera helix</i>	English ivy
<i>Berberis bealei</i>	Leatherleaf mahonia
<i>Barberis thunbergii</i>	Japanese barberry
<i>Nandina domestica</i>	Heavenly-bamboo*
<i>Lonicera fragrantissima</i>	Fragrant honeysuckle*
<i>Lonicera japonica</i>	Japanese honeysuckle*
<i>Lonicera maackii</i>	Bush honeysuckle, Amur honeysuckle*
<i>Lonicera morrowii</i>	Morrow's honeysuckle*
<i>Celastrus orbiculatus</i>	Asian bittersweet*
<i>Euonymus alatus</i>	Burning-bush, winged euonymus*
<i>Euonymus fortunei</i>	Winter-creeper*
<i>Eleagnus pungens</i>	Thorny-olive
<i>Eleagnus umbellata</i>	Autumn-olive
<i>Triadica sebifera</i>	Chinese tallow-tree, popcorn-tree
<i>Albizia julibrissin</i>	Mimosa, silk-tree*
<i>Pueraria montana var. lobata</i>	Kudzu*
<i>Wisteria floribunda</i>	Japanese wisteria*
<i>Wisteria sinensis</i>	Chinese wisteria*
<i>Firmiana simplex</i>	Chinese parasol-tree
<i>Hibiscus syriacus</i>	Rose-of-Sharon
<i>Melia azedarach</i>	Chinaberry
<i>Broussonetia papyrifera</i>	Paper-mulberry
<i>Morus alba</i>	White mulberry
<i>Ligustrum japonicum</i>	Japanese privet*
<i>Ligustrum lucidum</i>	Glossy privet*
<i>Ligustrum obtusifolium</i>	Border privet*
<i>Ligustrum quihoui</i>	Waxy-leaf privet*
<i>Ligustrum sinense</i>	Chinese privet*
<i>Ligustrum vulgare</i>	European privet*
<i>Paulownia tomentosa</i>	Princess-tree, empress-tree
<i>Clematis terniflora</i>	Sweet autumn virgin's-bower
<i>Rhamnus cathartica</i>	Common buckthorn
<i>Rhamnus davurica</i>	Dahurian buckthorn
<i>Exochorda racemosa</i>	Pearlbush
<i>Photinia serratifolia</i>	Chinese photinia

<i>Prunus mahaleb</i>	Perfumed cherry
<i>Pyrus calleryana</i>	Callery pear, Bradford pear*
<i>Rhodotypos scandens</i>	Jetbead
<i>Rosa bracteata</i>	McCartney rose
<i>Rosa multiflora</i>	Multiflora rose*
<i>Rubus armeniacus</i>	Himalayan-berry
<i>Rubus phoenicolassius</i>	Wineberry, wine raspberry
<i>Rubus serissimus</i>	Everbearing blackberry*
<i>Spiraea japonica</i>	Japanese spirea
<i>Citrus trifoliata</i>	Trifoliolate orange, thorny orange
<i>Populus alba</i>	White poplar, silver poplar*
<i>Koelreuteria paniculata</i>	Golden-rain-tree
<i>Ailanthus altissima</i>	Tree-of-heaven, stink-tree*
<i>Tamarix ramosissima</i>	Tamarisk, salt-cedar*
<i>Ulmus parvifolia</i>	Chinese elm
<i>Ulmus pumila</i>	Siberian elm
<i>Ampelopsis glandulosa</i>	Porcelain-berry

Plant names with an asterisk are of highest ecological threat to Crawford County.

Chapter 5

Procedure for Plat Approval

Section 1. Objective

To establish a uniform procedure which the developer shall follow to allow for consistent treatment of each developer.

Section 2. General

The approval process involves the preparation by the developer and approval by the Planning Commission of a Preliminary Plat and a Final Plat for the land proposed for development.

In the event the plans, as submitted by the applicant, are disapproved by the Planning Commission, the applicant may petition the City Council for a review of the Planning Commission action. The City Council may sustain the disapproval of the Commission or refer the plat back to the Planning Commission for further study.

Section 3. Plat Size and Scale

The scale of the Preliminary Plat shall not be less than one (1) inch equals one hundred (100) feet. The Final Plat shall be prepared on twenty-four by thirty-six (24x36) inch size paper or on approved size to correspond with the county plat book. A PDF copy shall be submitted as well.

Section 4. Right to Survey

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

Section 5. Preliminary Development Plan

The developer should consult with the Planning Commission or its representative prior to the preparation of the Preliminary Plat. The developer should indicate on a concept plan of the proposed development and request checklists and instructions to guide the developer in the preparation of the Preliminary Plat. The concept plan shall consist of lot configuration, street layout, location and size of parks or open spaces, anticipated location of utilities and improvements, and any other information to be considered by the Planning Commission or its representative. Familiarization with the regulations, the master street plan, and with other official plans and policies of the City of Alma are necessary prior to submission of the Preliminary Plat.

Section 6. Preliminary Plat Approval Procedure

The following actions and conditions relate to the Preliminary Plat approval procedure. A Preliminary Plat checklist is provided in the appendix.

1. Submission to the Planning Commission. The developer shall submit nine (9) physical copies of a Preliminary Plat and a PDF copy to the Planning Commission or its representative at least fifteen (15) days prior to the meeting at which the plat is to be considered. Said plat shall include the registered engineer's stamp. Upon receipt of the plats, one copy shall be dated and signed for the Planning Commission files.
2. Action by Planning Commission. Within forty-five (45) days after submission, the Planning Commission shall indicate its approval, disapproval, or conditional approval of the Plat. The reasons for disapproval shall be state in writing. Before approval of the plat, the Planning Commission shall obtain evidence that the plat has be reviewed and commented on by the agencies and the municipal departments that have an interest in or may be affected by the plat proposal.
3. Expiration of Approval. The approval of the Preliminary Plat shall lapse unless a Final Plat of the subdivision is submitted to the Planning Commission within one (1) year following the date of approval.
4. Submission of Construction Plans. Upon approval of the Preliminary Plat, the developer must submit three (3) copies of all construction plans that have been prepared by a registered profession engineer to the Planning

Commission or its representative. Within fifteen (15) days of submittal, the Planning commission or its representative shall indicate approval, disapproval, or conditional approval of these plans. The reasons for any disapproval shall be stated in writing.

5. Approval as Authorization to Install improvements. All approved Preliminary Plats shall be stamped "PRELIMINARY". Approval of the Preliminary Plat does not constitute approval for filing the Plat with the County Recorder. It authorizes the developer to proceed with the development of detailed plans and specifications and to install improvements, if plans and specifications have been approved as stated in number 4 above or developer has submitted the guarantees as stated in Chapter 4, Sections 2, 3, and/or 4.
6. Preliminary Plat Development Layout. If the developer desires to develop only a portion of the entire project intended for development, the Preliminary Plat for the entire project will be required in order that each portion may be properly related to the total project.

Section 7. Final Plat Approval Procedure

The following actions and conditions relate to the Final Plat approval procedure. A Final Plat checklist is provided in the appendix.

1. Submission to Planning Commission. After approval of the Preliminary Plat, and after the required improvements have been installed or provisions for their installation have been met (Chapter 4, Sections 2, 3, and/or 4), the developer shall submit, at least fifteen (15) days prior to a regularly scheduled Planning Commission meeting, nine (9) physical copies of a Final Plat and a PDF copy, together with certificates and other supporting information to begin the approval process.
2. Action by Planning Commission. Within forty-five (45) days after the submission of the Final Plat, the Planning Commission shall approve or disapprove the plat. If disapproved, the reasons for disapproval shall be recorded in the Planning Commission minutes and transmitted to the developer in writing. The developer shall be granted thirty (30) days in which he may re-submit his applications through the Final Plat procedure.

3. Final Plat for a portion of the Subdivision. If a developer desires to develop only a portion of the project for which the Preliminary Plat has been approved, the Planning Commission may approve a Final Plat for a portion of the Preliminary Plat area.
4. City Council Acceptance. The Planning Commission shall transmit an approved copy of the Final Plat to the City Council for its acceptance prior to the recording of the Final Plat with the Crawford County Circuit Clerk. The final plat must be accepted by the Crawford County Judge if subdivision is located outside the City Limits of Alma prior to recording with the Crawford County Circuit Clerk.
5. Recording the Final Plat. Six (6) copies of an approved Final Plat with acceptance by the City Council shall be filed by the developer with the county recorder.

Pursuant to Section 5-3 of Arkansas Act 186 of 1957, the recorder shall not accept any plat for record without the approval of the Planning Commission.

Chapter 6. General Information

Section 1. Severability

If any section, paragraph, clause, phrase, or part of these subdivision regulations are for any reason invalid, such decision shall not affect the validity of the remaining provisions of these regulations, and the application of those provisions to any persons or circumstances shall not be affected thereby.

Section 2. Enforcement

No plat of any tract of land within the planning area jurisdiction of the Planning Commission shall be accepted by the county recorder for filing of record unless the plat has been approved by the Planning Commission.

Section 3. Penalty

Any person, firm, or corporation which violates any provision of these regulations or amendments thereto shall be guilty of a misdemeanor and upon conviction shall be subject to penalties provided by law.

Section 4. Amendments

On any proposed amendments to these regulations, the Planning Commission shall hold a public hearing, for which fifteen (15) days' notice in a local newspaper of general distribution has been published. Following such hearing, the City Council may adopt the amendment or amendments as recommended by the Planning commission.

Section 5. Fees

For each Preliminary Plat submitted, the fee shall be \$50. For each Final Plat submitted, the fee shall be \$50.

Section 6. Warranty and Maintenance Bonds

A one (1) year maintenance warranty bond covering design, materials, and workmanship will be provided to the City of Alma by the developer upon completed and approved installation of improvements. After one (1) year, the developer may petition the City of Alma to accept the improvements for City maintenance. The improvements will be inspected by the City of Alma's appropriate departments and the City issue a letter to the developer of the acceptance or denial of acceptance of the improvements. If the petition is denied, the City will provide a list of deficiencies of the improvements to the developer for correction. Upon correction of deficiencies, the developer may re-submit the petition to the City for acceptance. The City will issue a letter of acceptance upon completion and approval of corrections of all deficiencies.

AGREEMENT

THIS AGREEMENT made and entered into at Alma, Arkansas, on this _____ day of _____, 20____, by and between _____ (Developer) and _____ (Financial Institution) for the use and benefit of the City of Alma, Arkansas.

WHEREAS, the laws of the State of Arkansas and the ordinances of the City of Alma require the posting of a good and sufficient bond or the deposit of sufficient sum of money by Developer to secure the construction of _____ (types of Improvements) and other improvements required by the ordinances of the City of Alma;

WHEREAS, an estimate of the cost of making such improvements has been obtained and in the amount of \$_____;

WHEREAS, the Financial Institution and the Developer are willing to enter into an undertaking that they will meet the requirements of the laws and ordinances aforesaid;

NOW, THEREFORE, and for and in consideration of the mutual covenants of the parties, it is agreed as follows:

1. The Financial Institution irrevocably binds itself, its successors, and assigns, as follows: The Developer now has, and will be required to maintain, on deposit with the Financial Institution, or the Financial Institution agrees to

make available to Developer, cash funds equal to the sum or \$_____.

2. If the Developer fails to complete all of the improvements within the time limits set forth in the agreement, the Financial Institution and the Developer agree that the duly authorized officials of the City of Alma may, at their sole election and without the necessity of action by the Developer, withdraw and use the sum in such account up to 100% of the \$_____ sum as is necessary for the purpose of completing such improvements. The remaining balance and any interest accruing on such account remain the property of the Developer. If it becomes necessary to the City of Alma to complete the foregoing mentioned improvements, the obligation for funds withdrawn and used by the City of Alma remains with the Developer and the City of Alma will incur no obligations to the Financial Institution or the Developer for the use of such funds.
3. The Developer agrees to complete the aforementioned described improvements within _____ months from the date of this agreement. This agreement shall remain in effect until released by the City of Alma by written acceptance of constructed improvements or by otherwise expressly releasing the agreement in writing.
4. The purpose of the Agreement is to guarantee that the required improvements shall be completed.

FINANCIAL INSTITUTION

DEVELOPER

By: _____

By: _____

ATTEST By: _____

Preliminary Plat Checklist

1. Subdivision's name; city, county, and state _____
2. Subdivision's limits, boundaries _____
3. Legal description _____
4. Total acres of subdivision _____
5. Names and addresses of owner, surveyors, & engineers _____
6. Names of adjacent subdivisions _____
7. Perimeter property owners or lot number identified _____
8. Vicinity map – reasonable scale _____
9. Topographic map – two foot contour interval
(five foot interval by prior approval) _____
10. All physical feature, i.e. lakes, streams, railroads _____
11. Date _____
12. Scale _____
13. True north arrow _____
14. Location and dimensions of: streets _____
15. Location and dimensions of: alleys _____
16. Location and dimensions of: easements _____
17. Street names _____
18. Dimensions of: lots _____
19. Lot and block numbers _____
20. Location of building lines _____
21. PDF copy _____
22. Engineer's stamp _____
23. Proposed water lines with sizes, and fire hydrant locations _____
24. Proposed sewer lines with sizes and preliminary inverts _____
25. Proposed storm drainage facilities and preliminary culvert sizes _____
26. Approval of Planning Commission (certified) _____

Final Plat Checklist

1. Subdivision's name; city, county and state _____
2. Subdivision's limits, boundaries _____
3. Legal description _____
4. Total acres of subdivision _____
5. Date, scale, and true north arrow _____
6. Dimensions of: streets and rights-of-ways _____
7. Dimensions of: alleys _____
8. Dimensions of: lots _____
9. Lot and block numbers _____
10. Bearings on all lots _____
11. Location of monuments _____
12. Location of building lines _____
13. PDF Copy _____
14. Restrictive covenants (optional) _____
15. Approval of water/sewer by State Health Dept. _____
16. Approval of drainage by City _____
17. Approval of street system by registered engineer _____
18. Street profiles _____
19. Certification of Improvements by registered engineer _____
20. Certifications of: ownership and dedication _____
21. Certifications of: accuracy by registered land surveyor and
surveyor's stamp _____
22. Certifications of: Planning Commission Approval _____