

TITLE 15

SUBDIVISION REGULATIONS

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CHAPTER 15.04

IN GENERAL

Sections:

- 15.04.01 Adoption of rules, regulations and standards
- 15.04.02 Definitions

15.04.01 Adoption of rules, regulations and standards. The following rules, regulations and standards which shall govern subdivisions of land within the jurisdiction of the City Planning Commission and the city of Jonesboro are hereby adopted. (Sec. 21-1, 1962 Code)

15.04.02 Definitions. The following definitions shall apply in the interpretation and enforcement of this chapter:

Alley A minor way which is used primarily for vehicular service access to the back or the side of properties otherwise abutting on a street.

Collector street A street which carries traffic from minor streets to the major system of arterial streets and highways, including the principal entrance streets of a residential development and streets for circulation within such a development.

Dead end street A street having no outlet at one end.

Internal major street A street which is used primarily for fast or heavy traffic.

Lot The parcel of land intended for transfer or ownership or for building development.

Major highway A road or street that forms a part of the existing state or federal highway system.

Marginal access street A street parallel to and adjacent to a major highway or an internal major street which provides access to abutting properties.

Planning Commission The City Planning Commission of Jonesboro, Arkansas.

Residential street A street which is used primarily for access to the abutting residential property.

Street A dedicated and accepted public way for vehicular traffic, whether designated as a street, highway, thoroughfare parkway, throughway, road, avenue, boulevard, lane, place or however otherwise designated.

Street surface or paving width means the portion of the street available for vehicular traffic. (i.e., curb to curb) .

Street width or right-of-way width means the shortest distance between two (2) property lines of a street.

Subdivision A subdivision is a division of land into two (2) or more lots or parcels, including the combination or recombination of two (2) or more previously plotted lots. The term subdivision shall apply also to any division of land involving the dedication of a street to the public, provided, however, that any division of land for agricultural purposes into lots or parcels of five (5) acres or more shall not be deemed a subdivision unless street dedication or the installation of utilities are involved. (Ord. No. 909, Sec. 11, 9-19-55)

CHAPTER 15.08

PROCEDURE FOR PLAT APPROVAL

Sections:

15.08.01	Pre-application
15.08.02	Preliminary plat
15.08.03	Final plat
15.08.04	Rapid approval of plats

15.08.01 Pre-application. The subdivider should consult with the Planning Commission for advice and assistance before the preparation of the preliminary plat and formal application for preliminary approval. This will familiarize the subdivider with these regulations, the master street plan and other official plans, policies and public improvements, which might affect the area. (Ord. No. 909)

15.08.02 Preliminary plat.

- A. At least nine (9) calendar days prior to the meeting at which it is to be considered, the subdivider or his representative shall submit to the Metropolitan Area Planning Commission (during normal working hours) eleven (11) copies of the preliminary plat of the proposed subdivision, at a scale of one hundred (100) feet to the inch. (Ord. No. 1963, Sec. 1)
- B. The preliminary plat shall give the following information when possible:
1. A key map showing the tract and its relation to the subdivision area.
 2. The proposed subdivision name and location, the bearings and distances of its boundaries, the name and address of the owner or owners and the name of the designer.
 3. The date, North arrow and the graphic scale.
 4. The location of existing and platted property lines, streets, railroads, buildings, bridges, culverts, drain pipes, water mains, sewers, public utility easements, wooded areas, marshes and the zoning classification, of the proposed subdivision and of the adjacent area.
 5. The proposed utility layouts (sewers, water, electricity, gas, etc.) showing feasible connections to the existing or proposed utility systems. When such connections are not feasible, any individual water supply or sewage disposal system must meet the requirements of the State Board of Health.
 6. Contour intervals of two (2) feet or as required by the City Planning Commission and the City Engineer.
 7. The names, right-of-ways and surface widths, approximate grades and locations of all proposed streets and alleys. The location and dimensions and use of proposed easements, lots, parks, reservations and other open spaces.
 8. The acreage of the land to be divided.

9. A draft or form of any protective covenants proposed by the subdivider.
 10. Proposed profile of street grades.
 11. Acreage of each lot in the subdivision.
- C. Within thirty (30) days after submission of the preliminary plat, the City Planning Commission shall indicate its approval, disapproval or approval with conditions. If disapproved, the reasons for disapproval shall be stated in writing. If approved with conditions, these conditions shall be stated in writing. In its review, the City Planning Commission shall submit the proposed plat to the City Water and Light for consideration and report and may further submit copies of the plat to the State Health Department or any other interested city, county, state or federal independent agency for consultation and advice.
- D. Approval, conditional approval or disapproval of the preliminary plat by the Planning Commission shall be so noted, both on the preliminary plat and Planning Commission records.
- E. Failure of the Planning Commission to act on the preliminary plat within thirty (30) days will be deemed approval of the preliminary plat.
- F. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within one (1) year of such approval, unless an extension of time is applied for and granted by the Planning Commission. (Sec. 21-14, 1962 Code)
- G. A receipt from the city acknowledging payment of a filing fee. The city shall collect a fee of Twenty-Five Dollars (\$25.00) per plat, plus Sixty Cents (\$.60) per lot. The plat will not be reviewed until the fee has been collected. (Ord. No. 2168, Sec.1.)

15.08.03 Final plat.

- A. The final plat shall conform substantially to the preliminary plat as approved.
- B. At least nine (9) calendar days prior to the meeting at which it is to be considered, the subdivider shall submit (during normal working hours) eleven (11) reproductions of the original drawings at a scale of one (1") inch equals one hundred (100') feet or larger and one (1) reproduction of the final plat at a scale of one (1") inch equals two hundred (200') feet. When the plat has been approved by the City Planning Commission, one (1) copy shall be returned to the subdivider with the approval of the Commission certified thereon for filing with the county recorder as the official plat of record. The second copy, containing the certification of the Commission, shall be returned to the subdivider for his

records. The other copies, containing certification of the Commission, shall be returned for the use of the Commission. (Ord. No. 1963, Sec. 2)

- C. The Planning Commission shall approve or disapprove this final plat within thirty (30) days. Failure of the Planning Commission to act on the final plat within thirty (30) days shall be deemed approval. If the plat is disapproved, the grounds for disapproval shall be stated upon the records of the Planning Commission.
- D. Approval of the final plat by the Planning Commission shall not constitute the acceptance by the public of the dedication of any streets or other public way or ground. A certificate of acceptance of dedication may be adopted by the City Council and attached to copies of the approved plat before filing and recording with the Circuit Court Clerk of the Western District of Craighead County, Arkansas. (Ord. No. 1872, May 21, 1984)
- E. The final plat and plans shall show when applicable:
 - 1. The names and lines of all streets and roads, alleys lines, lot lines, building setback lines, block and lot numbers, reservations, easements and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations. Location and names of the nearest streets and/or alignments should be altered to match existing streets.
 - 2. Sufficient data to determine readily and reproduce on the ground, the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight and including true North point. This shall include the radius, central angle and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets and curved property lines that are not the boundary of curved streets.
 - 3. Profiles of all streets with natural and finished grades drawn to a scale of one (1") inch equals fifty (50') feet horizontal and one (1") inch equals ten (10') feet vertical or larger when required by the Planning Commission.
 - 4. All dimensions to the nearest one-tenth (1/10) of a foot and angles to the nearest minute.
 - 5. Location and description of monuments.
 - 6. The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining un subdivided property.

7. Date, title, name and location of subdivision, graphic scale and true North point.
 8. Certificate of dedication by land owner.
 9. The names and seal of the Registered Land Surveyor (in the state of Arkansas). Responsible for the survey and contour formation on the plat.
 10. The plan shall provide for all proposed utility lines in accord with existing policies, rules or regulations of the utilities, the city or other applicable regulations, and approval of the City Water and Light as to proposed sanitary sewer, water and electric lines, shall accompany the final plan.
 11.
 - a. Adequate provisions for drainage of surface water shall be made by the subdivider and shown on the plan and he shall file with the City Planning Commission a description, specifications and drawings prepared by a registered civil engineer in the State of Arkansas, which shall be adequate to provide drainage for area subdivided and/or adjacent areas attached by drainage across or from such tract. The minimum size pipe used in the subdivision shall not be less than eighteen (18) inches inside diameter. (Ord. No. 1986, Sec. 3)
 - b. If proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a tentative master plan of the entire subdivision should be submitted with the plat of the portion first to be subdivided.
 12. A development permit where required in accordance with Section 5-18.2 as amended, before final approval of final plat.
- F. A registered engineer, in the state of Arkansas, will check the final plat for correctness, and placing his seal on drawings, charging the cost to the subdivider. (Ord. Nos. 909, 1290, and 1630)

15.08.04 Rapid approval of plats

- A. **Purpose** The purpose of this ordinance is to allow, in certain instances and when specific criteria have been met, the administrative approval of minor subdivision plats.

- B. **Applicability** The following criteria must be met in order for a subdivision plat to qualify as a minor plat and be eligible for administrative approval.

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1. The plat must be for a lot which was previously subdivided by a dead or must be for a boundary line adjustment. The plat shall not create more lots than were previously existing.
2. All lots front on an existing public road which meets minimum standards, is included in a street improvements district, or for which a street improvement agreement has been signed. If adequate right-of-way dies not exist, it shall be provided on the plat as required by the Master Street Plan or at the discretion of the City Engineer.
3. The plat must be for property located in a residential zoning district.

- C. **Submittal requirements** Twelve blue line or black line prints shall be submitted along with a filing fee of Twenty-Five Dollars (\$25.00) plus sixty cents (\$.60) per lot. The following information shall be provided on all minor plats:

1. A key map showing the tract and the nearest street intersections, a north arrow, and a graphic scale.
2. The proposed subdivision name and location, the name and address of the owner(s), and the stamp of the surveyor who prepared the plat.
3. The bearings and distances of all lots boundaries.
4. The locations and dimensions of existing property lines, street right-of-way, railroads, buildings, culverts, drain pipes, public utility lines, easements, and floodway and flood plain boundaries.
5. The proposed utility layouts showing the location of connections to existing systems and the location of new utility easements. When connection to a public water and/or public sewer system is not feasible, the location of the individual water and/or sewer supply shall be shown on the plat.
6. The total square footage or acreage of the tract to be divided and the square footage or acreage of each lot.
7. If the minor plat is for consolidation purposes or for the change of a lot boundary, the existing boundary shall be shown as a dashed line and shall be designated to be extinguished.

- D. **Approval process** Applications for minor plat approval shall be submitted to the designated agent of the Metropolitan Area Planning Commission for review. Minor plats may be approved administratively at the discretion of the designated

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agent and the chairman of the MAPC. A series of minor plats may not be submitted over a period of time for administrative approval in order to avoid formal review by the MAPC. If the plat meets the above criteria and all other ordinance requirements the plat shall be forwarded to the MAPC chairman for approval. If special circumstances exist, the agent or the chairman may require review by the entire Commission. In the event of the chairman's absence, action on the plat may be taken by the vice-chairman. In the vice-chairman's absence, action on the plat may be taken by the secretary. The plat shall be reviewed within fifteen (15) working days of submittal of a complete application. If no action is taken within fifteen (15) days, the plat shall be automatically placed on the next MAPC agenda for which filing requirements can be met.

- E. **Denial of application** If administrative approval of a minor plat is denied, the applicant may request consideration by the MAPC. The applicant's request must be submitted no less than ten (10) days prior to the next MAPC meeting date. (Ord. No. 2427, Secs. 1-5.)

CHAPTER 15.12

GENERAL REQUIREMENTS AND MINIMUM STANDARDS OF

DESIGN

Sections:

- 15.12.01 Streets
- 15.12.02 Blocks
- 15.12.03 Lots
- 15.12.04 Large tracts or parcels
- 15.12.05 Large scale developments
- 15.12.06 Public use areas
- 15.12.07 Variances
- 15.12.08 Zoning or other regulations

15.12.01 Streets.

- A. The location and width of all streets and roads shall conform to the official master plan, which includes master street plan.

- B. The proposed street system shall extend existing streets or projections at the same or greater width, but in no case less than the required minimum width. Half

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streets will be permitted. The Planning Commission shall designate each street as one of the following types:

1. Major highways	120' (unplatted areas, outside corporate limits) 100' (platted area, inside corporate limits)
2. Internal major streets	80'
3. Collector streets	70'
4. Residential streets	60,
5. Dead end streets	50'
6. Alleys	20'

Subdivisions that adjoin existing streets shall dedicate additional right-of-way to meet the above minimum street width requirements.

When the subdivision is located on only one (1) side of an existing street, one-half ($\frac{1}{2}$) of the required right-of-way, measured from the centerline of the existing roadway, shall be provided. In no case shall the resulting right-of-way width be less than fifty (50') feet.

- C. When a tract fronts on a major highway, the Planning Commission may require such lots to be provided with frontage on a marginal access street.
- D. Grades on major highways and internal major streets shall not exceed seven percent (7%). Grades on other streets may exceed seven percent (7%) but not ten percent (10%). Street grades along the gutter shall not be less than one-half ($\frac{1}{2}$) one percent (1%).
- E. Where a deflection angle of more than ten (10) degrees in the alignment of a street occurs, a curve of reasonably long radius shall be introduced. On streets seventy (70) feet or more in width, the centerline radius of curvature shall be not less than three hundred (300') feet; on other streets not less than one hundred (100') feet.
- F. Street intersections shall be as nearly at right angles as possible and when the angle is less than seventy-five (75) degrees, the property line at such an intersection shall be made on a radius of not less than twenty (20') feet. If a curb is required at such intersection, it also shall be construed on a radius concentric with the property line radius. A detailed design of the intersection may be

required by the Planning Commission.

- G. A tangent of at least one hundred (100') feet long shall be introduced between reverse curves on internal major and collector streets.
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- H. Street jogs with centerline offsets of less than one hundred twenty-five (125') feet shall not be permitted.
 - I. Residential streets or courts designed to have one (1) end permanently closed shall be no more than four hundred (400) feet long unless approved by the Planning Commission. There shall be provided, at the closed end, a turn-around having an outside roadway diameter of at least eighty (80') feet and a street right-of-way diameter of at least one hundred (100') feet.
 - J. There shall be no private streets platted in any subdivision. Every subdivided property shall be served from a publicly dedicated accepted street.
 - K. Proposed streets which are obviously in alignment with others already existing and named shall bear the names of existing streets names of proposed streets shall not duplicate existing names.
 - L. Alleys may be provided to the rear of all lots to be used for business purposes and shall not be provided in residential blocks, except where the subdivider produces evidence satisfactory to the Planning Commission of the need for alleys. (Ord. No. 909, Sec. III, 9-19-55)
 - M. Street improvements and surfacing requirements shall be those specified in 932.01(c) of the Code of Ordinances of the city of Jonesboro, Arkansas. (Ord. No. 2177, Sec. 1.)

15.12.02 Blocks. The Planning Commission may require blocks to be limited or extended in length or in depth and may require public crosswalks through any part of the block. (Ord. No. 909)

15.12.03 Lots.

- A. Insofar as practical, side lot lines shall be at right angles to straight street lines or radial to curved street lines. Each lot must front upon a public street or road which has a R/W not less than fifty (50') feet in width.
- B. The size, shape and orientation of lots shall be such as the Planning Commission deems appropriate for the type of development and use contemplated. Where a public sanitary sewer is reasonably accessible, the subdivider may be required to connect with such sewer and provide a connection to each lot. Nothing herein shall repeal any other ordinances or regulations regarding sewer connections.

Where a public sanitary sewer is not accessible, an alternate method of sewage disposal may be used, when meeting all applicable public health regulations, laws or ordinances.

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Residential lots served by a public sewerage system shall not be less than fifty (50') feet wide at the building setback lines. Lots on a cul-de-sac may be allowed with less than fifty (50) feet if approved by the City Planning Commission. (Ord. No. 2698, Sec. 1.)

- C. Setback lines and minimum square footage for residential buildings shall meet the requirements as set forth for R-1, R-2 and R-3 zonings for residential buildings shall be at least twenty (20') feet from the front lot lines. Corner lots shall have a setback from side street lot lines of at least twenty (20') feet. (Sec. 21-28, 1962 Code)

15.12.04 Large tracts or parcels. When land is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged so as to allow for the opening of future streets and logical further resubdivisions. (Ord. No. 909, Sec. IV, 9-19-55)

15.12.05 Large scale developments. A large scale development, including the construction of two (2) or more buildings, together with the necessary drives and ways of access and which is not subdivided into the customary lots, blocks and streets, may be approved by the City Planning Commission, if, in the opinion of the Commission, any departure from the foregoing regulations can be made without destroying the intent of the regulations. Plans for all such developments shall be submitted to, and approved by the City Planning Commission. Plats are not to be recorded and no building permits shall be issued until such approval has been given. (Ord. No. 909)

15.12.06 Public use areas.

- A. Due consideration shall be given to the allocation of areas suitably located and of adequate size for the playgrounds and parks.
- B. The City Planning Commission may require the dedication or the reservation of such open space within the subdivision up to a total of ten percent (10%) of the gross area of the entire subdivided tract. (Sec. 21-31, 1962 Code)

15.12.07 Variances. No deviation from these general requirements shall be permitted or approved by the Planning Commission, except when a strict application of the requirements would cause undue hardship or injustice to the subdivider. The Planning Commission and member of the City Council, at the same time, serving on the street committee of the Council, are designated as a board of adjustment with powers to waive or modify these requirements in keeping with the provisions of Ark. Stats. 19-2816. Any variance authorized must be in keeping

with the spirit and intent of the general requirements and must be entered in writing in the minutes of the Planning Commission and the reason on which the departure was justified set forth. (Ord. No. 909)

15.12.04 Street markers.

- A. It shall be the duty of any property owners and/or subdivider of lands wishing to be annexed to the city of Jonesboro, Arkansas, to provide for all street markers and traffic signs on all streets and at each corner of said streets before any land or lands shall be annexed to the city of Jonesboro, Arkansas.
- B. It shall be the duty of all property owners and/or subdividers of lands within the city of Jonesboro, Arkansas, from the date of passage of this section to provide for street markers and traffic signs on all streets and on each corner of said streets. (Ord. No. 1493, Secs. 2-3.)
- C. All street markers and traffic signs which are required, as set out above, shall be constructed according to city specifications shall be constructed according to city specifications and to the "Manual on Uniform Traffic Control Devices," latest edition, with no exceptions. Fees for making and installing the street markers for property owners and/or subdividers shall be established by the City Council's Street Committee.
- D. The property owners and/or subdividers can provide street markers on an individual basis or the city of Jonesboro can provide street markers by agreement to the individual property owner and/or subdividers who shall then reimburse the city of Jonesboro for all labor and materials expended in the construction of required street markers.
- E. All street names must be approved by the City Planning Commission and the City Planning and Engineering Departments. Block numbers shall be assigned by the City Planning Department.

CHAPTER 15.16

IMPROVEMENTS

Sections:

- 15.16.01 Required improvements
- 15.16.02 Compliance or evidence of intended compliance with Section 15.16.01

- 15.16.03 required
- 15.16.03 Funded escrow agreement defined
- 15.16.04 Street markers

15.16.01 Required improvements. The subdivider shall complete the following improvements to the entire block in which said lot is located and to adjacent areas sufficient to

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accomplish the planned drainage and access:

- A. Concrete monuments, at least four inches (4") in diameter or square, three (3') feet long, with a flat top, shall be set at the nearest property line to all corners of the subdivision. Metal pipe or rods, at least two (2') inches in diameter, three (3') feet long, shall be set at all block corners; angle points of a subdivision boundary lines. The top of the concrete monuments and pipes shall be set flush with grade. Metal pipe or rods, three-fourths of an inch (3/4") in diameter and three (3') feet long, shall be set at all lot corners.
- B. All streets shall be cleared and graded by the subdivider to the full width of the right-of-way with the exception of streets where a right-of-way greater than eighty (80') feet is required. Finished grades shall be at levels as approved by the City Planning Commission and/or the State Highway Department.
- C. The subdivider shall provide permanent six (6") inch concrete curbs with integral concrete gutters or standard rolled curbs and gutters on all streets to the following specifications:
 - 1. Major highways As determined by the Planning Commission in consultation with the Highway Department and City Council.
 - 2. Internal major streets As determined by the Planning Commission but not less than forty-four (44') feet including curbs.
 - 3. Collector streets Forty-four (44') feet including curbs.
 - 4. Residential streets Thirty (30') feet including curbs.
 - 5. Dead end streets Twenty-eight (28') feet including curbs.
 - 6. Curbs shall be rounded at intersection on a radius of twenty (20') feet or more as the Planning Commission requires.
- D. Surface water inlets and drains according to plan.
- E. Make provisions for all available utilities and in connection with sanitary sewers, where available, cause installation of collector lines before surfacing streets. (Ord. No. 1145, Sec. 1, 12-5-66 and Ord. No. 909, Sec. V, 9-19-55)

15.16.02 Compliance or evidence of intended compliance with Section 15.16.01

required. The subdivider or developer must, before the sale of any lot or lots, either complete the improvements shown in Section 15.16.01 or furnish the City Planning Commission evidence that an appropriate funded escrow agreement in the amount of the contract cost of street improvements required by Section 16.15.01 that are not completed at the date of sale of the lot or lots from the closest improved street to and including all front feet of said lot or lots (Ord. No. 1145, Sec. 2, 12-5-66)

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15.16.03 Funded escrow agreement defined. For the purpose of Section 15.16.02, "funded escrow agreement" shall mean: Evidence satisfactory to the Planning Commission of financial responsibility to complete improvements required such as a letter of credit from an accredited lending institution. (Ord. No. 1145, Sec. 3, 12-5-66)

- A. The lot, building or structure was established before September 19, 1955.
- B. All requirements of this chapter and regulations hereunder have been done. (Ord. No. 909, Sec. VI, 9-19-55)

CHAPTER 15.20

ENFORCEMENT

Sections:

- 15.20.01 Approval required
- 15.20.02 Building permits

15.20.01 Approval required No plat or subdivision of land within the city nor within the territorial jurisdiction of the City Planning Commission as same hereafter be established shall be recorded until it shall have been approved as herein provided. (Sec. 21-55, 1961 Code)

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

- A. The lot, building or structure was established before September 19, 1955.
- B. All requirements of this chapter and regulations hereunder have been done. (Ord. No. 909, Sec. VI, 9-19-55.)

CHAPTER 15.24

COMPREHENSIVE LAND USE PLAN

Sections:

15.24.01 Adoption

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15.24.01 Adoption The City Council of the city of Jonesboro, Arkansas, hereby adopts the Jonesboro Comprehensive Land Use Plan, prepared by the RM Plan Group, and as recommended by the Metropolitan Area Planning Commission on June 26, 1996. No less than three (3) copies of the Comprehensive Land Use Plan shall be available for public viewing in the office of the City Clerk. (Ord. No. 2713, Sec. 1.)

CHAPTER 15.28

GPS MONUMENTS

Sections:

15.28.01 Submission of plats

15.28.01 Submission of plats It shall be required that all preliminary and final plats of subdivisions of five acres or more shall be submitted with the horizontal datum for said plat in the Arkansas State Plane Coordinate System – North Zone – NAD83 (1997) adjustment. All horizontal control work shall be tied to at least two of the Jonesboro GPS monuments. In addition, construction drawings, plats, and "as built" must be submitted on electronic data in dxf format. (Ord. No. 3441, Sec. 1.)

