

CITY OF GOSHEN, ARKANSAS
PLANNING DIVISION
Phone: 479-442-9128
Email:
cityhall@cityofgoshenar.net
Web: www.cityofgoshen.net

Instructions for submitting planning items to the City of Goshen.

- 1) Fee required - Check payable to the City of Goshen.
- 2) Application filled out in full and SIGNED.
- 3) Attachment to application with a brief explanation of what you are requesting.
- 4) Statement from State Health Dept. that proposed lot will accommodate on-site waste disposal system.
- 5) Plat - 7 copies 18" x 24" and two reduced copies 11" x 17"
- 6) If you live in a subdivision with a POA, the POA must provide a written signed letter authorizing their approval of this request.

Please note:

Your application will only be sent to the agency reviewing our planning items once we have received all requested items from you. Only after all items have been received and reviewed by the agency that assists the City of Goshen can this request be placed on the Goshen Planning Commission agenda. The Goshen Planning Commission decides a minimum of ten days prior to any monthly meeting if there are items ready to be placed on the agenda. The Goshen Planning Commission meets the first Tuesday night of each month at 5:30 pm subject to items meeting the agenda deadline ready to be discussed.

AFTER approval is granted by our Planning Commission it is the PROPERTY OWNER'S responsibility to have the plat (after signed by everyone) filed with Washington County who will stamp it. **One copy of that plat with the Washington County stamp on it must be brought back to the Goshen City Hall within 30 days.**

Thank you!

CITY OF GOSHEN, ARKANSAS
PLANNING DIVISION
Phone: 479-442-9128 Fax: 479-442-9181
Email: cityhall@cityofgoshenar.net
Web: www.cityofgoshenar.net

Lot Combination/Minor Subdivision/Lot Line Adjustment

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will only be sent to the agency reviewing our planning items once we have received all requested items from you. Only after all items have been received and reviewed can this request be placed on the Goshen Planning Commission agenda. The Goshen Planning Commission meets the first Tuesday night of each month at 5:30 pm subject to business to be discussed.

FOR STAFF USE ONLY

Date _____ Fee \$200.00 Receipt # _____
Washington County Parcel # _____ Goshen zone _____

GENERAL INFORMATION:

Check what is being proposed _____ Minor Subdivision _____ Property Line Adjustment _____ Lot Combination

Property Owner's Representative _____ Day Phone _____

Email _____ Relationship to Property Owner _____

Property Owner's Name _____ Day Phone (____) _____

Address _____ email _____

PROPERTY DESCRIPTION: A brief explanation of why this is being requested.

PROPERTY OWNER'S REPRESENTATIVE (if applicable): I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, 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 application completeness, determination, or approval. I understand that the City might not approve this application or might set conditions on approval.

Date _____ Signature _____

PROPERTY OWNER: I certify that I am the owner of the property, this is the subject of this application and that I have read this application and consent to this request. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve this application or might set conditions on approval.

Date _____ Signature _____

- B. The city staff or a qualified, independent civil engineer, unaffiliated with the developer and approved by the City, shall review and evaluate the sketch plat as soon as practical, and shall report to the developer its opinion as to the merits and feasibility of the improvements and lot design contemplated by the preliminary proposal. The developer shall then have the option of presenting the land division proposal before the planning commission for review. The service of the independent engineer, if necessary, shall be paid by the developer.

Sec. 2-3. Re-platting.

The re-plat shall meet all requirements for a new Subdivision or Minor Subdivision that may be pertinent. A fee in the amount specified herein shall be collected for each re-plat that does not require a preliminary plat. If a preliminary plat is required, the fee for the re-plat shall be the same as required for a preliminary plat. The re-plat will not be reviewed or considered in any respect until such fee has been collected.

Sec. 2-4. Schedule of fees.

The fees to be charged for various provisions of these regulations shall be those as set by the City of Goshen by ordinance as it may be amended from time to time.

Sec. 2-5. Exemptions

- A. The division of land into parcels for the purpose of selling or donating the parcels to family members. Only one (1) such division shall be allowed per family member and all parcels must be at least two (2) acres in size.
- B. Any subdivision of land where all lots are five acres or larger is exempt from these regulations EXCEPT that all new roads must be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced to provide all weather driving capabilities (503.2.3 of the International Fire Code) and Appendix D of the Arkansas Fire Code.
- C. The division of land for the sale or exchange of tracts between adjoining landowners, where such sale or exchange does not create additional lots (lot line adjustments).
- D. The division of land which may be ordered by a court.
- E. The transfer of an interest in land for mortgages, liens, or deeds of trust provided that the division of land is not the result of a seller-financed transaction.
- F. A division of land for the purpose of conveying a parcel(s) to a public service, nonprofit organization.
- G. A conveyance made to correct errors in prior conveyances.

**SECTION 2
PLATTING PROCEDURES FOR SUBDIVISIONS and MINOR SUBDIVISIONS**

II. MINOR SUBDIVISIONS & LOT LINE ADJUSTMENTS

Sec. 2-6. Minor Subdivisions and Lot Line Adjustments.

A. Purpose of Minor Subdivisions

1. To maintain the rural character of Goshen as specified in the Subdivision Ordinance.
2. To expedite the review and approval process for subdivisions that may have a low impact on public resources, facilities, and services and/or the need for them.
3. To expedite the distribution of land among family members.
4. To promote safety.
5. To monitor the growth and development of the city and planning area.
6. To ensure proper legal descriptions, identification, and recordation of subdivided land boundaries.
7. To protect natural resources.

B. Minor Subdivision Regulations

1. Owners are not required to improve or dedicate right-of-way along existing public roads.
2. A maximum of three (3) tandem lots may be created without public road frontage. Tandem lots existing at time of adoption of these regulations will be allowed. Tandem lots must be connected to a public road with an easement for ingress egress, and utilities. The easement must be a total width of at least thirty (30) feet and can be a shared easement. Private roadways for tandem lots must be of asphalt, concrete, gravel, or other approved driving surface capable of supporting 75,000 pounds and conforming to Appendix D Volume 1 of the Arkansas Fire Code before a building permit is issued for the tandem lots. Successive splits will not be approved.
3. A plat is required for all Minor Subdivisions.
4. The plat shall show the remainder tract (defined as the tract retained by the owner of the property who is seeking the split) and provide a new legal description of this tract. Successive splits will not be approved.

5. There being no public sanitary sewer collection system in Goshen currently, installation of an on-site septic or other sanitary system as approved by the Arkansas Department of Health shall be the responsibility of the developer.
6. Except for tandem lots, all lots in Minor Subdivisions shall have a minimum of one hundred (100') frontage on a public street or approved private street. A deviation for this can be requested and may be approved or denied by the Planning Commission.

C. Parent Tract and Tandem Lots

A Minor Subdivision which creates tandem lot(s) shall require:

1. Before a building permit will be issued for a single-family residence upon any lot resulting from such Minor Subdivision, the owner shall present sufficient documentation that all the requirements of subsection (3) below have been met; or
2. In the case of a parcel outside the corporate limits of Goshen, but within the City's planning jurisdiction, the owner will sign a covenant with the City of Goshen in a form provided by the city, which shall include the legal description of the tandem lot(s) provided by the owner and which shall be suitable for filing in the deed records of Washington County, which covenant shall run with the land; shall be binding upon all heirs, successors, and assigns.
3. All tandem lots shall have access to a public street or approved private road frontage via a private street by a recorded access easement, which may be shared by others, with a minimum easement width of thirty feet (30') and made of asphalt or concrete, gravel, or other approved driving surface capable of supporting 75,000 pounds and conforming to Appendix D Volume 1 of the Arkansas Fire Code. The easement road specifications shall be designed by a licensed civil engineer and submitted to the Goshen Building Inspector and Fire Department for approval before any easement street construction begins. This load requirement is for the reasonable ingress and egress of traffic and public safety equipment, including, but not limited to emergency and service vehicles, school buses, postal and package delivery trucks. The approval of a representative of the Goshen Fire Department shall be noted on the plat at the appropriate time, which may then require that the plat with such approval is re-recorded. Such approval is for the limited purpose of gauging the Goshen Fire Department's ability to use it for access in the event of an emergency as viewed at the time of approval, but the Goshen Fire Department shall not be responsible if subsequent conditions do not permit such access. All tandem lot owners shall be responsible for maintaining the access easement so that all vehicles have safe access to any structures located on the lot. The tandem lot owners shall have title to, or a perpetual easement filed of record for the access easement and shall provide evidence of such as a condition of obtaining approval of the Minor Subdivision.
4. Minor Subdivisions can have a maximum total of four (4) lots, including up to three (3) tandem lots. If there is a total of five (5) or more lots, the property owner shall be required to apply for preliminary and final plat approvals for a SUBDIVISION.

D. Lot Line Adjustments

A lot line adjustment is the adjustment of the boundary line between adjacent property owners. A property owner seeking to accomplish a lot line adjustment shall make application and pay the required fee. A request for a line adjustment shall include a survey stamped by a licensed surveyor with a legal description and a scaled drawing of the parcel being split, showing dimensions of the new parcels created and include all the requirements for a **Lot Line Adjustment Survey** as provided herein. The result of the transfer shall not cause either the receiving tract or the tract from which it is taken to be below the minimum lot area for Minor Subdivisions (two acres) unless the current lot size of affected lots are already less than minimum lot area, in which case, the lot line adjustment shall only be permitted to correct errors in survey, building placement which created insufficient yard area, set back issues, transfer of real estate to adjoining property owner or any other circumstances of a similar nature.

E. All applications for Minor Subdivisions must be approved by the Planning Commission.

Sec. 2-7. Form and contents of Minor Subdivision or Lot Line Adjustment Survey.

- A. The plat shall be prepared by a licensed and qualified engineer or land surveyor.
- B. The accuracy of all survey data must be certified by a licensed land surveyor or civil engineer.
- C. The plat shall be prepared in compliance with these regulations, as the Planning Commission shall require in its discretion, but at a minimum shall contain the following:
 1. Prints of the proposed subdivision drawn to a scale of not greater than one hundred (100) feet to the inch.
 2. The original plats shall be submitted as follows: seven copies 18" x 24" and two reduced copies on 11" x 17".
 3. Whenever two (2) or more sheets are required, they shall be accompanied by an index sheet showing the entire subdivision layout on one (1) sheet.
 4. The plat shall have or be accompanied by this information:
 - a. A key or vicinity map showing the tract and its relation to the surrounding area.
 - b. The name of the property owner.
 - c. The name of the registered land surveyor responsible for the survey and contour information on the survey.
 - d. The 911 address of the property
 - e. North point, date, graphic scale, indicating the scale used.

- f. Existing and proposed restrictive covenants and restrictions which can be graphically depicted.
- g. The location, name, and width of all existing streets, alleys, and easements within or adjacent to the proposed subdivision or within a distance of two hundred (200) feet of the property. Names, locations and dimensions of all streets, rights-of-way, alleys, setbacks, utility easements, drainage easements, and other easements on the property.
- h. The plat shall show the actual boundary survey and legal description of both the original tract, only if the original tract is less than 20 acres, and any tracts that result from the split or the line adjustment. The acreage of each resulting tract shall be shown. The minimum size of each tract is two (2) acres.
- i. The assessor's parcel number for the parent tract(s) shall be depicted.
- j. Building setback lines with dimensions.
- k. Location of all permanent structures, to include roof or other overhanging portions of such structures if such structures or portions are within the applicable setback.
- l. Use of each structure by labeling (e.g. residence, pool, covered porch, deck, storage shed, etc.).
- m. Distances from front, rear, and each side property line to all structures. The distance is measured from the point where the measurement forms a right angle with the property lines.
- n. Location of existing driveway and its width at the right of way (property line). Also show the driveway location from the street to the structure.
- o. Location and dimension of any other paved areas.
- p. Location of any existing tank and lateral lines. If served by community (step system) sewer, location and design approval by Washington County health department.
- q. City of Goshen boundary lines, if available and if within a distance of two hundred (200) feet of the property.
- r. Names and county assessor's parcel numbers of adjoining property owners.
- s. Signature block with signatures of all owners of record.

D. The following certificates shall be placed on the survey:

1. **Certificate of Survey Approval.**

"All requirements of the Goshen Subdivision Regulations relative to the preparation and submittal of a Survey [insert appropriate phrase: for Minor Subdivision or lot line adjustment] having been fulfilled, approval of this Survey is hereby granted.

_____ Goshen Planning Commission Chairman

2. **Certificate of Approval Regarding Compliance with Tandem Lot Requirements.**

Pursuant to the Goshen Subdivision Regulations, this document is given approval by a representative of the Goshen Fire Department regarding the access to the tandem lot created hereby. [If no tandem lot, this signature is not necessary. If the private street is built later, this plat shall be signed by the representative of the Goshen Fire Department at that time and the landowner shall re-record it].

_____ Goshen Fire Dept. Representative

3. **Engineering Certificate (if prepared by an Engineer).**

"I, _____, hereby certify that this proposed Survey correctly represents plans and specifications completed by me, or under my supervision on _____, 20__ that the boundary shown hereon corresponds with the description in the deeds cited in the above Source of Title; and that all monuments which were found or placed on the property are correctly described and located.

_____ Registered Name

Professional Engineer No: _____, Arkansas"

4. **Surveyor's Certificate (if prepared by a surveyor).**

"I, _____, hereby certify that this proposed Survey correctly represents a survey completed by me, or under my supervision, on _____, 20____ that the boundary lines shown hereon correspond with the description in the deeds cited in the above Source of Title; and that all monuments found or placed on the property are correctly described and located.

Date of Execution

Registered Land Surveyor

Registered Land Surveyor No: _____, Arkansas"

- E. The landowner shall be required to file with the Washington County Circuit Clerk and Ex-officio Recorder of Deeds an executed copy of the plat and to provide a copy to the City Recorder within thirty (30) days thereafter. In the case of a tandem lot where the access via private street is improved after the approval of the Minor Subdivision, the landowner shall obtain the signature of the representative of the Goshen Fire Department as contemplated hereby and shall then re-record the plat with the Washington County Circuit Clerk and Ex-officio Recorder of Deeds and provide a copy to the City Recorder within thirty (30) days thereafter.