City of Greenland, Arkansas

Lot Line Adjustment Application

The following items must be turned in to the City of Greenland City Hall on or before the 5th day of the month prior to the Planning Commission meeting at which the request is to be considered. If the 5th falls on a Saturday, the deadline is Friday the 4th. If the 5th falls on a Sunday, the deadline is Friday the 3rd. If the 5th falls on a holiday on a Monday, the deadline is Friday the 2nd. If the 5th falls on a holiday on a Wednesday, the deadline is Tuesday the 4th, etc. Incomplete applications will not be included on the agenda.

1. Pay review fee: Lot Line Adjustment: $250
2. Submit a completed Lot Line Adjustment Application (attached).
3. Submit one (1) copy of the drawings to City Hall. Email one pdf copy of the drawings to the City Engineer on or before the submittal date. Only drawings with complete information as outlined below will be accepted:

* Lot Line Adjustment requests must include a survey with a legal description of the beginning lot and the legal description of the proposed resultant lots including the address and directions to the property.
* The survey must show dimensions of the proposed lots created and must include all rights-of-way and easements required for utilities and drainage.
* The survey must show the existing zoning of the property and all building setbacks.

1. Applicant will also make sure the Lot Line Adjustment request meets the requirements of the city code.
2. City engineer will review the application and drawings and coordinate with City Hall on the newspaper advertisement and sign posting once a completed application has been confirmed. Note: Letters of notification to adjacent property owners are not required for Lot Line Adjustments.
3. City engineer will coordinate with utilities. City engineer and utilities will provide written responses to the applicant on or before the 15th of the month. Any revisions must be re-submitted electronically to the engineer on or before the 18th of the month. Applicant will also be required to submit seven (7) full size FOLDED copies of the drawings to City Hall around the 18th of the month or when the re-submittal is made.

**Please note: All applicants are strongly encouraged to meet with the Planning Commission to discuss the proposed Lot Line Adjustment PRIOR to submitting an application.**

Please contact City Hall at 8 East Ross Street, Greenland, AR 72701; Monday - Friday 8:00 AM - 4:00 PM; Phone: (479) 521-5760 for more information.

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Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Planning Commission agenda until this information is furnished. Completed applications and payment of fees must be submitted to City Hall by the 5th day of the month prior to the Planning Commission meeting at which the request is to be considered.

NAME OF DEVELOPMENT / PROJECT:

APPLICANT NAME:

Address:

Email:

Phone:

Fax:

REPRESENTATIVE:

Address:

Email:

Phone:

Fax:

Indicate preferred contact person for this request: \_\_\_\_\_\_\_\_\_ Applicant \_\_\_\_\_\_\_\_\_ Representative

PROPERTY OWNER:

Address:

Email:

Phone:

Fax:

PROPERTY INFORMATION

Site Address / Location:

Current Zoning District:

Proposed Land Use:

Assessor’s Parcel Number(s) for Property:

Total Acreage: Total Number of Lots Proposed:

Floodplain: Yes No FIRM Map #: Floodplain Type:

(A, AE, etc.)

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UTILITY INFORMATION

Check the applicable box if utility is located on or fronting the subject property and list the name of the provider.

Gas Provider: Electricity Provider:

Water Provider: Sewer Provider:

Cable TV Provider: Telephone Provider:

ROAD INFORMATION

U.S., State, or County Road number providing access to property:

Road surface (asphalt, gravel, unimproved, etc.):

Right of way width:

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made and 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 of false information is grounds for invalidation of application completeness, determination, or approvals. I understand that the City of Greenland may not approve the application or may set conditions of approval.

Name (Printed): Date:

Signature:

PROPERTY OWNER(S) / AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (Printed): Address:

Signature:

Date: Phone:

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FOR STAFF USE ONLY

Fee Paid ($250):

Date Application Submitted: Date Accepted as Complete:

Project Number:

Public Hearing Date:

\_\_\_\_\_\_ Approved \_\_\_\_\_\_ Denied

Planning Official Signature: Date: