City of Gravette
604 First Ave SE
Gravette, AR 72736
P: 479-787-5757
F: 479-787-5018

City of Gravette
LOT SPLIT, LOT ADJUSTMENT, OR LOT COMBINATION

Project name:	Project contact:
Site address:	Address:
Parcel number:	Phone number:
Acreage:	Email:

Project Type: ☐ Lot Split ☐ Property Line Adjustment ☐ Lot Combination

Property owner name:	Surveyor name:
Address:	Address:
Phone number:	Phone number:
Email:	Email:

PROPERTY DESCRIPTION AND PROJECT EXPLANATION:

FEE DUE: $200

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 or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City of Gravette might not approve this request, or might set conditions on approval.

_____ _____
Signature Date

Property Owner/Authorized Agent: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and I have read and consent to its filing. *(If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf)*

_____ _____
Signature Date

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Application procedure- A typical lot split requires the review and approval of the planning department.

Items 1-6 must be submitted with application or it will not be accepted.

1. Completed application form
2. Payment of fee ($200)
3. Warranty deed
    a. A copy of the warranty deed showing the current ownership of the property is required. A survey may be required if the deed cannot be accurately drawn to meet the Arkansas minimum survey accuracy standards. If you do not have a warranty deed, a copy may be obtained from the Benton County Circuit Clerk's office.
4. Seven copies of a plat, drawn on an 18"x24" minimum paper size, limited to a single page drawing, and drawn to a standard drawing scale (e.g., 1" to 20', 1" to 50', etc.). A digital copy must also be submitted.
    a. All plats must be folded to an 8.5"x11" standard page size, with the title block clearly displayed.
    b. Drawings shall be prepared, stamped, and signed by a registered land surveyor in the state of Arkansas.
    c. Survey should include:
        i. Project name and type
        ii. Surveying/engineering firm information
        iii. Drawing number, drawing date, and revision number
        iv. Existing lot lines and proposed lot lines
        v. Atlas page number
        vi. Legend: property line, right-of-way line, center line, easement line, set pins, found pins
        vii. Vicinity map
        viii. North arrow
        ix. Scale
        x. Set pins
        xi. Adjacent property lines and property owner information and parcel numbers
        xii. All adjacent zoning information
        xiii. 2"x2" block in either the upper right-hand corner for the Circuit Clerk's recording stamp
        xiv. Floodplain notation
        xv. Zoning of property
        xvi. Building setback table
        xvii. Correct signature blocks: planning commission chairman, Mayor, City Clerk, ownership certification, and Notary
5. Brief written description of the project
6. Proof of county approval if outside City limits (if newly created tracts are less than five acres)

General Information

1. Lot splits creating more than two lots must meet subdivision regulations for the City of Gravette.
2. Lot splits that require a variance to become legal and lot splits that create a lot without street frontage must be approved by the Planning Commission.
3. Lot splits and combinations are not considered final until two recorded copies are filed with the Planning Department.