

## **WASHINGTON COUNTY SUBDIVISION SUBMITTAL CHECKLIST** **FOR SUBDIVISIONS OF FOUR LOTS OR LESS**

**The following must be turned in to the Planning Office by the plat submittal date for your Preliminary or Final Plat to be reviewed by the Planning Board. *If the development is within a city growth area, approval from the city must have been obtained.* Incomplete applications will not be included on the agenda.**

1. Pay plat review fee: \$200.00 for Preliminary/ Final within county & \$150.00 for Preliminary/ Final REPLAT within the county.
2. Submit **24 FOLDED** copies of the plat (only plats with complete information as outlined below will be accepted). Submit **15 additional FOLDED (or # requested by planner)** copies of the plat on **Resubmittal Date #2**.
3. Submit one (1) .jpeg or .pdf of the plat **AND** one .dwg on disc or by email to [jrichey@co.washington.ar.us](mailto:jrichey@co.washington.ar.us)
4. Submit a completed "Subdivision Application Form" (attached).
5. Submit tax/parcel numbers of all properties being developed.
6. *(Preliminary Plats only)* As per Ordinance No. 2007-71. The Planning Administrator shall send a certified letter to all adjoining property owners within three hundred feet (300') of the exterior boundary of the proposed development at least fourteen (14) days prior to the scheduled meeting of the Planning Board at which the plat is to be reviewed, said Notice shall state the date, time, and place of the proposed development review. **The developer shall reimburse the Planning office the actual costs of mailing plus \$0.15 (per notice sent).** Contact the Planning Office for more details, 444-1724.
7. *(Plats within Planning Areas only)* Please submit either the date the plat is scheduled to go before the Planning Commission of the appropriate City or proof of approval by the city along with the conditions or stipulations that the plat was approved with, if any. If the plat is **not** scheduled to go before the Planning Commission of the appropriate city at least one week prior to the Washington Planning Board Meeting, the plat **will** be placed on the subsequent month's agenda. Staff will be happy to review the plats and issue comments in the interim.
8. Please check to see if your proposed project lies within a zoned area. If so, you may be required to submit an application for a Conditional Use Permit to allow the proposed use. Please contact the Planning Office for more information at 444-1724 or email [jrichey@co.washington.ar.us](mailto:jrichey@co.washington.ar.us).
9. *(Variance requests only)* If you are asking for a waiver of a requirement, submit a completed "Variance Request Form." This form may be obtained from the Planning Office.

## PLAT CHECKLIST

The following information is required on Preliminary and Final Plats as designated. Plats missing more than four (4) required informational items will not be included on the agenda:

	<b>General Information</b>	Preliminary/ Final Plat
(1)	Name and address of owner, developer, engineer and surveyor.	X
(2)	Name of the land development, date, graphic scale, north arrow, total acreage and individual tract acreage.	X
(3)	Legal description of the property with dimensions and angles sufficient to locate all lines on the ground. Lot and blocks shall be numerically identified, boundaries shown by bearings and distance, and property located by Section, Township and Range and tied to the nearest of two (2) defined and referenced Section Corners or Quartersection Corners	X
(4)	Concrete or approved aluminum monuments shall be placed at the exterior boundary corners and one-half-inch by eighteen-inch steel pins shall be placed at all lot corners	X
(5)	Vicinity sketch at a scale appropriate to show the relationship of the development with surrounding improvements and communities, and other information requested by the Planning Board	X
(6)	If stage development is involved, the complete development plan with the stages of development and construction shown	X

	<b>Existing Conditions for Land Development</b>	Preliminary/ Final Plat
(7)	Topography at twenty-foot USGS contour intervals	X
(8)	Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. Include parcel numbers.	X
(9)	All plats presented to the planning board and filed for record shall note the uses of adjacent property. The determination of said use shall be the responsibility of the developer.	X
(10)	Existing roads, streets, culverts, railroads, and other features: The plat shall show the location, name, width, surface type, surface condition and right-of-way width of all existing or platted roads, streets or other public ways within or adjacent to the proposed improvement, including features such as existing permanent buildings, railroads, municipal corporation limits, county's state lines, planning district limits, oil and gas lines or wells, abandoned wells and dry holes	X
(11)	Existing utilities. Show the existing utilities and list the utility companies on the plat.	X
(12)	Flood areas: 1% (100-year) flood per FEMA map	X
(13)	Watercourses: If the proposed development is traversed by a watercourse, channel, stream, creek or river, the present and proposed location of each shall be shown	X
(14)	Soil analysis: The developer shall indicate the types of soil found in the plat area according to the USDA/ USGS Soil Conservation Service	X
(15)	Plat and deed restrictions: Restrictions, if any, with use and perimeters defined. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. If there are none, add a note to the plat stating there are none. (Signature Block 6)	X

	<b>Proposed Improvements</b>	Preliminary/ Final Plat
(16)	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and dedications and reservations	X
	Address numbers, OR on lots that are over one-half acre in size, add the following note to the plat: Lots that are over one-half acre in size will need to be addressed after the home location is known.	X
(17)	Street typical sections and pavements sections for each classification of street-if any streets will be built	X
(18)	Bearings and linear dimensions referenced to true north of all lines, interior angles of lots may be shown in lieu of bearings	X
(19)	Proposed use of all land within the development	X
(20)	Location and size of all proposed utility lines	X
(21)	Sizes of all driveway and road tiles shall be stated	X
(22)	Building setback lines as fixed by the County, building lines and any setback lines established by public authority, and those stipulated in the deed restrictions and right-of-way lines	X

	<b>Information to Supplement the Plat</b>	<b>Preliminary/ Final Plat</b>
(23)	Access control: The openings for ingress and egress from the platted area to public street, road or highways	X
(24)	Letter of transmittal.	X
(25)	Payment of review fee	X
(26)	Certification issued by the County Tax Collector to the effect there are no delinquent taxes payable at the time of the plat approval	X
(27)	Certification of survey and accuracy of survey by the surveyor (Signature Block 2)	X
(28)	Certification of ownership, title and dedication by the developer. (Signature Block 3)	X
(29)	Certification of the developer's engineer that the design meets the County's design standards. <b>Not applicable to Minor Subdivisions.</b> (Signature Block 1)	
(30)	Signature block for Planning Board Approval. (Signature Block 8)	X
(31)	Signature block for the County Road Superintendent to certify approval of streets, grading and drainage improvements and easements; and receipt of required Maintenance Bonds. (Signature Block 7)	X
(32)	Signature block for the Arkansas Department of Health to certify approval of water and sanitary sewer improvements. (Signature Block 4)	X
(33)	A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division." Provide proof that a water tap to accommodate the development is available or that there is adequate space for a well on the property along with any septic systems, as per Arkansas Department of Health Standards which requires a minimum of 100' of separation. If a decentralized sewer system is being used. (Signature Block 11)	X
(34)	All remaining Signature Blocks as appropriate. (Signature Blocks 5, 9, 10)	X
(35)	Add note to plat: Any further splitting, use or land development not considered with this approval must come before the Planning Board for a separate approval.	X
(36)	Add note to plat: Review of these plats is limited to general compliance with Washington County codes and regulations and does not warranty the engineer's design or relieve the developer of any requirements, even if error, omissions or any inadequacies are discover after plat approval. The County's requirement shall govern over any conflicts with the plats or specifications. Any conditions determined in the field that require changes shall be subject to further review and corrective action to be paid for by the developer.	X

### **Minimum Requirements Enforced by the County Environmental Affairs Officer**

In regards to the Storm water Pollution Prevention Plan, Grading and Erosion Control regulation:

- Applies to:
  - Projects inside the urbanized areas, outside city limits (urbanized areas as determined by the Arkansas Department of Environmental Quality)
  - Projects one or more acre(s) in size, and any lot in a subdivision regardless of size; in the designated areas
- If the project does fall within the designated areas the Washington County Environmental Affairs Office will require the following, before approval is given:
  1. An approved Storm water Pollution Prevention Plan
  2. Grading plans (if applicable)
  3. Erosion Control Plans
  4. Fee

If you have further questions you can contact the Washington County Environmental Affairs office at 479.444.1725 or go to our website at [www.co.washington.ar.us/EnvironmentalAffairs/default.htm](http://www.co.washington.ar.us/EnvironmentalAffairs/default.htm)

**Disclaimer: These minimum requirements do not inhibit the Environmental Affairs Officer from enforcing other county regulations and state law.**

**Signature Blocks**

*\*If the plat (or any portion of the plat) is located within a City's Planned Growth area, please check with the applicable city and provide whatever signature blocks they may require in addition to the below blocks.*

**1. CERTIFICATE OF ACCURACY OF STREET AND ROAD PLANS AND SPECIFICATIONS:**

**Not applicable to Minor Subdivisions**

**2. CERTIFICATE OF ACCURACY OF SURVEY:**

I certify that the plat shown and described hereon is a true and correct survey and that the monuments have been placed as shown hereon as required by "Regulations, Standards and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County".

Date:\_\_\_\_\_ Surveyor:\_\_\_\_\_

**3. CERTIFICATE OF OWNERSHIP & DEDICATION:**

I hereon certify that I am the owner of the property described hereon and I do hereby dedicate all street, access, utility, & drainage easements to public or private use as indicated.

Date:\_\_\_\_\_ Owner:\_\_\_\_\_

**4. STATE HEALTH DEPARTMENT APPROVAL:**

The plat and specifications as shown on the plat were approved by the Arkansas State Health Department by letter

Dated:\_\_\_\_\_ Signed By:\_\_\_\_\_

**5. UTILITY EASEMENTS:**

We hereby certify that all utility easements shown on this plat are satisfactory for providing service if and when service is available.

Gas:\_\_\_\_\_ Electricity:\_\_\_\_\_

Water:\_\_\_\_\_ Telephone:\_\_\_\_\_

Cable TV: \_\_\_\_\_

6. DECLARATIONS OF COVENANTS AND RESTRICTIONS (if applicable):

Covenants and restrictions are as shown on the appropriate document signed by the owner on \_\_\_\_\_, and filed with the Circuit Clerk on \_\_\_\_\_.

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

7. COUNTY ROAD SUPERINTENDENT APPROVAL:

*(Use block 7a or 7b as appropriate, but not both.)*

7a. The road and easement locations shown on this Plat, the road plans submitted, and the grading and drainage plans submitted are approved. The required maintenance bonds have been received.

County Road Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

7b. The road easements shown are approved.

County Road Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

8. PLANNING BOARD APPROVAL:

*(Use block 8a if in a city planning area and block 8b if not.)*

8a. This plat lies within the planning jurisdiction of the city of \_\_\_\_\_. The plans for ingress and egress shown on this plat were approved by the Washington County Planning Board at a meeting held on (date) \_\_\_\_\_.

Planning Director: \_\_\_\_\_ Date: \_\_\_\_\_

8b. This plat was approved by the Washington County Planning Board at a meeting on (date): \_\_\_\_\_.

Planning Director: \_\_\_\_\_ Date: \_\_\_\_\_

9. COUNTY JUDGE APPROVAL:

The road easement dedications shown are approved. Acceptance of roads and streets into the County road system will occur after they are constructed to Washington County specifications.

County Judge: \_\_\_\_\_ Date: \_\_\_\_\_

10 COUNTY FIRE MARSHAL APPROVAL:

**Not applicable to Minor Subdivisions**

11 CERTIFICATE OF COMPLIANCE FOR DECENTRALIZED SEWER SYSTEM:

**Not applicable to Minor Subdivisions**

**WASHINGTON COUNTY, ARKANSAS  
MINOR SUBDIVISION APPLICATION**

**Notice: Preliminary or Final Plats to be placed on the Planning Board meeting agenda must have applications turned in to the Planning Office by the submittal date (shown on a schedule available from the Planning Office.)**

**Check one:**                       Preliminary plat                       Final plat                       Concept Plat

**Name of Development:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

*I certify under perjury that I have read the "Regulations, Standards, and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County, Arkansas". The following statements and answers herein made and all data, information, and evidence herewith submitted are, 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 this application. I understand that the County might not approve what I am applying for, or might set conditions on approval.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

*I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent 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 of Property Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Preferred Method of Contact:**     Fax                       E-mail                       Mail

To whom should the County send correspondence? (List names, addresses, and phone numbers.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Information:**

**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**Tax Parcel Numbers:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Planning Area:** \_\_\_\_\_ **School District:** \_\_\_\_\_

**Floodplain:**  yes  no **If yes: Map #:** \_\_\_\_\_ **Floodplain type (A, AE, etc.):** \_\_\_\_\_

**Total Acreage of Property:** \_\_\_\_\_ **Total Number of Lots/Parcels Proposed:** \_\_\_\_\_

**Proposed Land Use:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

**Road Information:**

**U.S., State, or County road # giving access to property:** \_\_\_\_\_

**Road surface (asphalt, gravel, unimproved, etc.):** \_\_\_\_\_ **Right of way width:** \_\_\_\_\_

**Utility Information:**

*(Check box if utility has existing lines on or fronting the property and write the name of the company.)*

**Water company name:** \_\_\_\_\_  **Electric Company name:** \_\_\_\_\_

**Gas company name:** \_\_\_\_\_  **Telephone company name:** \_\_\_\_\_

**Cable company name:** \_\_\_\_\_  **Sewer System / Septic:** \_\_\_\_\_

**ALL SIGNATURE BLANKS MUST BE FILLED IN FOR APPLICATION TO BE PROCESSED.**

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**OFFICE USE ONLY:**

**County Approval Date (Preliminary):** \_\_\_\_\_ **County Approval Date (Final):** \_\_\_\_\_

**Quorum Court District:** \_\_\_\_\_ **City/Planning Area Approval Date:** \_\_\_\_\_

**Questions? Contact the Planning Office!**  
Operations & Maintenance Center, 2615 Brink Drive, Fayetteville, AR 72701  
Phone (479) 444-1724. Fax (479) 973-8417. <http://www.co.washington.ar.us/>  
Last Updated: 3/6/07

## **WASHINGTON COUNTY, ARKANSAS** **SUBDIVISION INFORMATION**

### **What is a "Subdivision"?** (Appendix D, Ord. 99-32)

The word "Subdivision" refers to the division of land into lots and blocks, the parceling of land resulting in the need for access or utilities, or the dividing of an existing lot or parcel into 2 or more lots or parcels. Land divisions exempt from the subdivision requirements are defined in Sec. 11-79 (Exemptions) of the County Code.

### **Subdivision Jurisdiction.** (Sec. 11-54, Ord. 99-32)

The County has jurisdiction over subdivisions in the unincorporated area. If the proposed subdivision is in the planning area of a city, the city along with the county must review and approve the proposal. *Approval from the city must be obtained first, before the county can begin the review process.* In a city planning area, the county has jurisdiction over roads and drainage. The city or the county can assist you in determining whether a parcel is located within a city planning area.

### **Review and Approval Process.** (Division 2, Ord. 99-32)

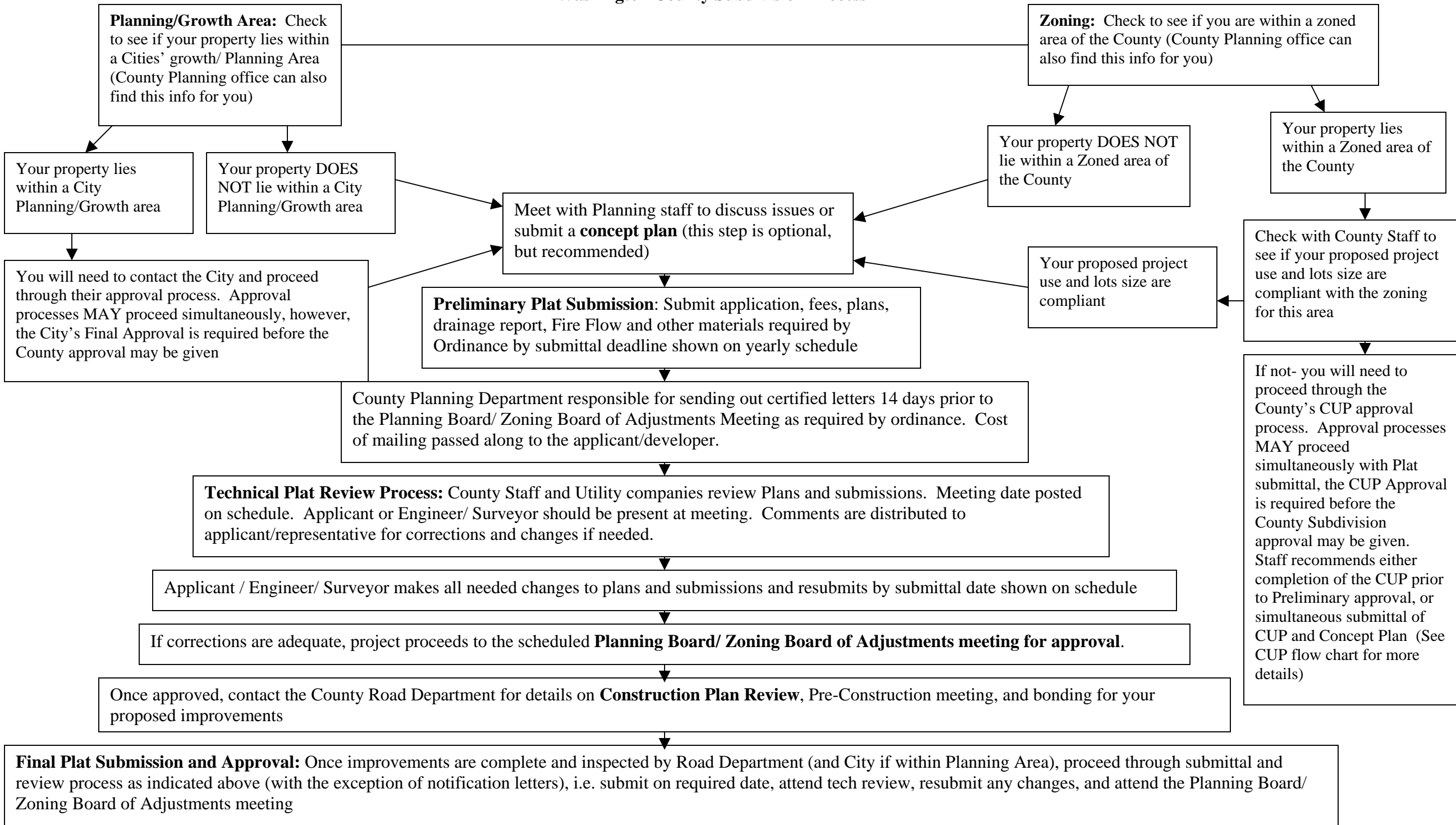
The review and approval process for developing a subdivision involves the following steps:

- Check for the current zoning of the property. Contact the Planning Office for this information.
- Pre-platting meeting
  - Meet with County Planning staff to have regulations explained and to obtain the necessary application forms.
  - Meet with the Health Department to have regulations explained and to obtain the necessary application forms.
  - Meet with City Planning staff (if the development is in a city planning area) to have regulations explained and to obtain the necessary application forms.
- Preliminary review and approval
  - Submit a preliminary subdivision application to the County Planning Board and the City (if the development is in a city planning area) for review and approval.
- Construction plan review and approval
  - Depending on what improvements will be constructed as a part of the subdivision, construction plans and specifications for the required improvements must be submitted to and approved by the appropriate agencies and individuals (such as the County Road Superintendent, City Engineer, water authority, Health Department, etc.) prior to the advertising for bids or beginning construction.
- Final review and approval
  - Submit a final subdivision application to the County Planning Board and City (if the development is in a city planning area) for review and approval.
- Signing and filing of the final plat
  - Once all the necessary approvals have been obtained, the signature blocks on the final subdivision plat must be signed and the plat must be filed in the office of the Washington County Circuit Clerk. Lots may not be sold until the final plat is filed.

### **Design Standards and Required Improvements.** (Division 3, Ord. 99-32)

The design standards and required improvements associated with the development of a subdivision are outlined in Part I (General Provisions) and Part II (Technical Provisions) of Ord. 99-32 entitled, Regulations, Standards, and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County, Arkansas. Copies are available from the Washington County Planning Office.

# Washington County Subdivision Process



ORDINANCE NO. 2006-42

BE IT ORDAINED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, AN ORDINANCE  
TO BE ENTITLED:

AN ORDINANCE AMENDING CERTAIN  
DEFINITIONS CONTAINED IN APPENDIX D TO  
WASHINGTON COUNTY CODE 11-51 ET. SEQ.

2006 JUL 17 AM 9:59  
FILED  
CLERK OF COURTS  
CO. & PROBATE CLERK  
WASHINGTON CO. ARK.

2006 JUL 17 AM 9:59

FILED

WHEREAS, Appendix D to Washington County Code 11-51 et. seq. contains the definition of certain terms used throughout said code section; and,

WHEREAS, there is a need to amend and clarify such.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM  
COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. Appendix D to Washington County Code 11-51 et. seq. is hereby amended as follows:

APPENDIX D DEFINITIONS:

(1) Definitions of terms.

For the purpose of this appendix, certain terms used herein are defined as follows:

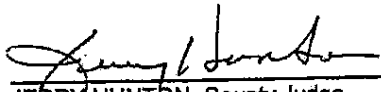
*County Road:* A highway, road or street dedicated for public use and accepted by the County for maintenance. Some roads may not have been formerly dedicated, but have been accepted and maintained by the County for many years and are designated by the County Road Department as County roads.

*Private Road:* A privately created and maintained road that ~~may be dedicated for either public or private use.~~ Such roads are not accepted by a government entity for maintenance.

*Public Road:* A highway, road or street dedicated for public use and/or used by the public generally, but not accepted by a government entity for maintenance. These roads are classified by the County Road Department as "Residential Drives".

ORDINANCE NO. 2006-42  
PAGE 2

*Subdivisions:* The subdivision of land into lots and blocks, the parceling of land resulting in the need for access or utilities, or the dividing of an existing lot or parcel into two (2) or more lots or parcels; a minor subdivision consist of four lots or less.

  
\_\_\_\_\_  
JERRY HUNTON, County Judge

7-14-06  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
KAREN COMBS PRITCHARD, County Clerk

Sponsor: Butch Pond  
Date of Passage: July 13, 2006  
Votes For: 12 Votes Against: 0  
Abstention: 0 Absent: 1

ORDINANCE NO. 2006-75

2006 DEC 18 AM 9:48  
FILED  
CLERK  
WASHINGTON CO. ARK

BE IT ORDAINED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, AN ORDINANCE  
TO BE ENTITLED:

AN EMERGENCY ORDINANCE AMENDING  
APPENDIX D TO WASHINGTON COUNTY  
CODE 11-51 ET. SEQ. TO PROVIDE A  
DEFINITION FOR RE-PLAT.

WHEREAS, for years land developments have been required to  
go back through the Planning Board when a previously approved plat is being re-  
configured or lots or tracts are being re-split; and,

WHEREAS, this has been defined as a replat; and,

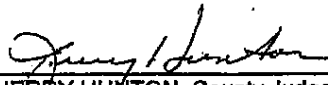
WHEREAS, there is a need to provide a definition for such  
immediately as failure to have a definition may cause confusion and uncertainty.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM  
COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. Appendix D-Definitions to Washington County  
Code 11-51 et. seq. is hereby amended to add the following definition:

Replat—The process of changing a previously  
approved land development either by alteration of a lot,  
parcel, or tract, or the placement of another type of  
development on a lot or tract different from the one  
previously contemplated when originally approved or by  
other changes made to the original plat. All replats must go  
through the Planning process as set out in §11-51 et. seq. or  
may be done administratively if it qualifies for such.

ARTICLE 2. Emergency Clause: It is hereby determined that  
it is in Washington County's best interest for this Ordinance to be enacted immediately,  
and the general welfare of the citizens is affected by such; therefore, an emergency is  
declared to exist based on the reasons as set out above, and this ordinance shall be  
and is effective from the date of its passage.

  
JERRY HUNTON, County Judge

12.15.06  
DATE

  
KAREN COMBS PRITCHARD, County Clerk

Sponsor: David Daniel  
Date of Passage: December 14, 2006  
Votes For: 13 Votes Against: 0  
Abstention: 0 Absent: 0

ORDINANCE NO. 2007-71

BE IT ORDAINED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, AN ORDINANCE  
TO BE ENTITLED:

KAREN COMBS, CLERK  
CO. & PROBATE CLERK  
WASHINGTON CO., ARK.

2007 DEC 14 AM 10:43

FILED

AN ORDINANCE AMENDING WASHINGTON  
COUNTY CODE 11-73, 11-101 AND 11-204  
PERTAINING TO NOTIFICATION OF  
ADJOINING LAND OWNERS.

WHEREAS, the above referred to Code sections require the  
developer to make certain notification; and,

WHEREAS, the Planning Office feels that it can better  
perform this function.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM  
COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. Washington County Code 11-73 is hereby  
amended as follows:

**Sec. 11-73. Step 2, Preliminary Plat submission and approval.**

When a land development is proposed; the first formal application for  
approval shall be the Preliminary Plat directed to the Planning Board and submitted  
to the Administrative Officer.

(1) *Preliminary Plat:* The Preliminary Plat submission shall consist of the  
following:

- a. Payment of the Preliminary Plat fee.
- b. Twenty (20) copies of the Preliminary Plat of the proposed  
development. The Plat shall include the information indicated for  
Preliminary Plat in Section 11-77 of this chapter.
- c. ~~The developer shall show proof he has sent a certified letter to all  
adjoining property owners within three hundred (300) feet of the  
exterior boundary of the proposed development at least fourteen (14)  
days prior to the scheduled meeting of the Planning Board, at which  
the plat is to be reviewed, in which he shall state the date, time and  
place of the proposed developments review.~~

(2) *Submission time and review schedule:*

- a. ~~The above submission shall be received at least twenty one (21)  
days prior to the scheduled meeting of the Planning Board at which the  
plat is to be reviewed. The Planning Administrator shall send a  
certified letter to all adjoining property owners within three hundred feet  
(300') of the exterior boundary of the proposed development at least  
fourteen (14) days prior to the scheduled meeting of the Planning  
Board at which the plat is to be reviewed, said Notice shall state the  
date, time and place of the proposed development review. The  
developer shall reimburse the Planning office the actual costs of  
mailing plus 15 ¢ (per notice sent).~~

ARTICLE 2. Washington County Code 11-101 is hereby amended as follows:


**Sec. 11-101. Same - Hazardous chemicals.**

- a. This section shall be applicable only to large-scale developments as set out in Article 1(b) of County Ordinance No. 2004-38 [section 11-63(a)(2)].
- b. Notice shall be sent to surrounding property owners, by the Planning Administrator, within one-half mile of the exterior boundary of any large scale development, by certified mail at least thirty (30) days prior to the meeting of the Planning Board at which time the preliminary plat shall be reviewed; stating the date, time, and place of the proposed development review. Furthermore, notice shall be sent by regular mail to the County Judge and members of the Quorum Court and shall include a list of all hazardous chemicals or materials that will be used, generated or stored on said development. Hazardous chemicals or materials are defined as set out in Ordinance No. 2004-38, Appendix A, which is incorporated by reference as if set out word for word. The developer shall reimburse the Planning Office the actual costs of mailing plus 15¢ (per notice sent).

ARTICLE 3. Washington County Code 11-204 is hereby amended as follows:

**Sec. 11-204. Notification.**

The Planning Administrator on behalf of an applicant for a conditional use or a variance shall send show proof he has sent a certified letter to all adjoining property owners within three hundred (300) feet of the exterior boundary of the proposed use at least fourteen (14) days prior to the scheduled meeting of the Board, at which the application is to be reviewed, in which he shall state the date, time, place of the review of the proposed application and the location of the proposed use. The applicant shall reimburse the Planning Office for the actual cost of mailing plus 15¢ (per notice sent).

  
\_\_\_\_\_  
JERRY HUNTON, County Judge

12.14.07  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
KAREN COMBS PRITCHARD, County Clerk

Sponsor: H. L. Goodwin, Jr.  
Date of Passage: December 13, 2007  
Votes For: 13 Votes Against: 0  
Abstentions: 0 Absent: 0

ORDINANCE NO. 2008-42

KAREN COMBS PRITCHARD  
CLERK & PROCLAMATION CLERK  
WASHINGTON CO. ARK.

2008 AUG 15 PM 12:54

FILED

BE IT ORDAINED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, AN ORDINANCE  
TO BE ENTITLED:

AN ORDINANCE AMENDING WASHINGTON  
COUNTY CODE 11-114 REGARDING CIVIL  
ACTION TO ENFORCE PLANNING  
VIOLATIONS.

WHEREAS, Washington County Code 11-114 is unduly  
cumbersome in its requirements regarding civil enforcement of planning violations; and,

WHEREAS, the County Judge needs the flexibility to initiate said  
actions to respond to matters that need immediate attention.

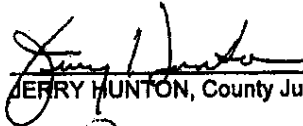
NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM  
COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. Washington County Code 11-114 is hereby  
amended as follows:

Sec. 11-114. Penalties.

A violation of this Article or failure to comply with the provisions herein  
specified shall subject the person, firm or corporation to the following penalties:

- (1) *Violations:* Violations shall be subject to a fine in the maximum amount of two hundred dollars (\$200.00). Each day in which a violation continues, prior to instigation of appeal, shall constitute a separate offense.
- (2) *Civil Action:* ~~The Planning Board or any affected person~~ The County Judge may institute a civil suit to prevent or remove a violation of this Article and for damages sustained by the County. Any affected person may institute a civil suit to prevent or remove a violation of this article and for damages sustained against any person or entity other than the County.
- (3) ~~The Chairman of the Planning Board shall instigate with the County Judge's office any such suit within thirty (30) days of Planning Board actions upon written notice by the County Road Superintendent of known violations.~~

  
JERRY HUNTON, County Judge

8-15-08  
DATE

  
KAREN COMBS PRITCHARD, County Clerk

Sponsor: Jack Norton  
Date of Passage: August 14, 2008  
Votes For: 11 Votes Against: 0  
Abstention: 0 Absent: 2

REC'D  
2008 AUG 15 PM 12:54  
CLERK OF THE QUORUM COURT  
WASHINGTON COUNTY  
WASHINGTON CO. ARK.

ORDINANCE NO. 2008-43

BE IT ORDAINED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, AN ORDINANCE  
TO BE ENTITLED:

AN EMERGENCY ORDINANCE AMENDING  
WASHINGTON COUNTY CODE 11-73  
PERTAINING TO PERFORMANCE BONDS.

WHEREAS, Washington County Code 11-73 has read as it  
currently does since at least 1990; and,

WHEREAS, a case recently occurred that revealed a  
weakness in the language concerning performance bonds which left the County with a  
damaged road and no recourse.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM  
COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. Washington County Code 11-73 (3)(e) is hereby  
amended to read as follows:

- e. All improvements must be completed within thirty-six (36) months from  
date of Preliminary Plat approval. If not, the performance bond, as set  
out below, shall compensate the County for all unfinished construction  
costs.
  1. Said performance bond shall run in favor of the county and be in an  
amount sufficient to complete the improvements for the  
development as determined by the Road Superintendent.
  2. Said bond must be written by a surety authorized to do business in  
the State of Arkansas.
  3. However, if, in the opinion of the county, the project has been  
abandoned, or county or private property is being damaged by  
action, or inaction, the said performance bond shall be forfeited  
immediately at the option of the county at any time prior to the end  
of the 36-month period. A letter of credit may be accepted in lieu of  
all or part of said bond.
  4. Separate bonds or letters of credit shall be executed to protect  
county roads or other county property.

5. This bond does not take the place of any bonding requirements as to any contractor. If the developer and the contractor are one and the same, then the bonds to be posted by the contractor shall protect the County.

**ARTICLE 2. Emergency Clause:** It is hereby determined that the general health, safety and welfare of the public is at risk if the language regarding performance bonds is not clarified in that the County may have no recourse as to existing county roads damaged during the construction of new developments. Therefore, an emergency is hereby declared to exist and this ordinance will be immediately effective upon passage.

  
\_\_\_\_\_  
JERRY HUNTON, County Judge

8-15-08  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
KAREN COMBS PRITCHARD, County Clerk

Sponsor: David Daniel  
Date of Passage: August 14, 2008  
Votes For: 11 Votes Against: 0  
Abstention: 0 Absent: 2

**ORDINANCE NO. 2008-73**

**BE IT ORDAINED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, AN ORDINANCE  
TO BE ENTITLED:**

KARLETONS  
CO & PROBATE CLERK  
WASHINGTON CO ARK

2008 NOV 14 PM 3:10

FILED

**AN EMERGENCY ORDINANCE REGULATING  
THE LOCATION OF MAILBOXES IN THE  
RIGHT-OF-WAY OF COUNTY ROADS.**

**WHEREAS**, all county roads have a right-of-way on both sides of the road of differing widths; and,

**WHEREAS**, said right-of-ways are extremely important in regards to adequate maintenance of county roads; and,

**WHEREAS**, said right-of-ways must be mowed and otherwise maintained; and,

**WHEREAS**, most people in the County must have their mailboxes in the road right-of-way to enable delivery of their mail; and,

**WHEREAS**, many mailboxes are now being placed too close to the driving surface of county roads; often made of brick, thus, causing difficulty in maintaining the right-of-way and creating a safety hazard.

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM  
COURT OF WASHINGTON COUNTY, ARKANSAS:**

**ARTICLE 1.** Mailboxes shall be allowed to encroach within the right-of-way of any county road so long as the outermost edge of said mailbox and/or its supporting structure is no less than two feet (2') from the edge of the driving surface of said road.

**ARTICLE 2.** All such mailboxes shall also comply with the following:

- (a) Mailboxes must be made of Postmaster-approved light sheet metal or plastic only.
- (b) The support should be only strong enough to hold the mailbox. An ordinary 4"x 4" wood post or 1-1/2" to 2" metal pipe, or other material comparable or less in strength, anchored in the ground no more than two feet is required.

ORDINANCE NO. 2008-73  
PAGE 2


- (c) Mailbox-to-post attachments must be strong enough to prevent the box from coming loose from the post if struck by a motor vehicle.
- (d) Multiple mailbox mountings must use individual mounting posts rather than a horizontal support.
- (e) No reflective material may be used on the mailbox or supporting post except for addresses.
- (f) Specific installation details of the Postmaster must be followed.

**ARTICLE 3.** The County Judge or his designee may grant an extension of time to relocate any mailbox upon showing a good cause.

**ARTICLE 4.** This Ordinance shall be applicable to any mailbox that is erected or replaced on or after the effective date of this Ordinance.

**ARTICLE 5.** Any violation of this Ordinance shall be punishable by a fine of \$250 per day and may be enforced by appropriate civil action by the County Judge.

**ARTICLE 6. Emergency Clause:** It is hereby determined that it is in the best interest of the citizens of the county for this ordinance to be effective immediately; and the general health, safety and welfare of the citizens are affected by such for the reasons as set out above; therefore, an emergency is declared to exist and this ordinance shall be, and is, effective from the date of its passage.

  
\_\_\_\_\_  
JERRY HUNTON, County Judge

11-14-08  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
KAREN COMBS PRITCHARD, County Clerk

Sponsor: David Daniel  
Date of Passage: November 13, 2008  
Votes For: 11 Votes Against: 1  
Abstention: 0 Absent: 1

ORDINANCE NO. 2009-32

KAREN COMBS PRITCHARD  
CO. & PROBATE CLERK  
WASHINGTON CO. ARK.

2009 MAY 18 AM 10:36

FILED

BE IT ORDAINED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, AN ORDINANCE  
TO BE ENTITLED:

AN ORDINANCE AMENDING WASHINGTON  
COUNTY ORDINANCE NO. 2008-73 CONCERNING  
ITS APPLICABILITY.

WHEREAS, Ordinance 2008-73 was recently enacted which  
prohibited certain types of mailboxes; and,


WHEREAS, it has been determined that such should be  
amended.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM  
COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. Ordinance 2008-73 is hereby amended to read as  
follows:

ARTICLE 7: APPLICABILITY. This Ordinance shall not apply to the following:

1. Any mailbox made from brick, stone, or similar material so long as the outermost edge of said mailbox is at least eight feet (8') from the outermost edge of a hard surface road.
  - a. However, a separate hard surface, to be approved by the County Road Superintendent, or his or her designee, in accordance with county road specifications must be provided for the postal service to access mailboxes.
  - b. The separate hard surface and/or the mailbox may not have a negative drainage impact to the road or surrounding property owned by others; and the mailbox may not obstruct the vision of any person driving on said road or any person pulling out onto said road.
  - c. A permit must be obtained from the Road Department in accordance with Washington County Code 12-23.
2. Any mailbox in a subdivision that has curb and gutter that received approval by the County Road Superintendent, or his or her designee.

  
\_\_\_\_\_  
MARLYN EDWARDS, County Judge

5-15-09  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
KAREN COMBS PRITCHARD, County Clerk

Sponsor: Tom Lundstrum  
Date of Passage: May 14, 2009  
Votes For: 10 Votes Against: 1  
Abstention: 0 Absent: 2



## 2010

### Washington County Planning Board and Zoning Board of Adjustments Meeting Schedule, Submittal Schedule, and Tech. Review Dates

**Submittal Date** → Monday, 4:00 p.m. deadline (unless marked otherwise)  
**Tech. Review** → Tuesday, 9:30 a.m. (unless marked otherwise)  
**Resubmittal (#1)** → (address County Engineer's tech review comments) 2:00 pm deadline  
**Resubmittal (#2)** → (address general tech review comments) 2:00 pm deadline  
**Planning Board Meeting Date** → Thursday, 5:00 p.m. (unless marked otherwise)

2010 -

Submittal Date	Tech. Review	Resubmittal (#1) (address County Engineer's tech review comments)	Resubmittal (#2) (address general tech review comments)	Planning Board Meeting Date
November 30, 2009	December 8, 2009	December 15, 2009	December 15, 2009	<b>January 5, 2010 (Tuesday)</b>
January 4	January 12	January 19	January 19	<b>February 4</b>
February 8	February 16	February 19	February 22	<b>March 4</b>
March 8	March 16	March 19	March 22	<b>April 1</b>
April 5	April 14 (Wed., 2:00 pm)	April 20	April 20	<b>May 6</b>
May 10	May 18	May 21	May 24	<b>June 3</b>
June 7	June 15	June 22	June 22	<b>July 1</b>
July 6 (Tuesday, 4:00 pm)	July 13	July 20	July 20	<b>August 5</b>
August 9	August 17	August 20	August 24	<b>September 2</b>
September 7 (Tuesday, 4:00 pm)	September 14	September 21	September 21	<b>October 7</b>
October 11	October 19	October 22	October 25	<b>November 4</b>
November 1	November 9	November 16	November 16	<b>December 2</b>

\*Subdivision Plats and Large Scale Development Plans to be placed on the Planning Board meeting agenda must be turned into the Planning Office by 4:00 p.m. on the submittal date shown on the schedule. All items required must be included with your submittal (this includes drainage reports, traffic studies, fire flow, etc. - when required). Please consult your checklist to assure that you have all items required for submittal or your project will not be placed on the agenda.

\*Conditional Use Permits to be placed on the Planning Board meeting agenda must be turned into the Planning Office by 4:00 p.m. on the submittal date shown on the schedule.

**MEETING AND TECH REVIEW TIMES AND LOCATIONS**

**Planning Board/Zoning Board of Adjustments Meeting Time and Location: 5:00 p.m.**  
**Washington County Quorum Court Room**  
**280 N. College**  
**Fayetteville, AR**

**Tech. Review Time and Location: 9:30 a.m. (unless otherwise stated)**  
**Washington County Operations & Maintenance Center Conference Room**  
**2615 Brink Drive**  
**Fayetteville, AR**

**(Tech Review time slots will be assigned and communicated to individual projects prior to each meeting)**

**MEETING AND TECH REVIEW TIMES AND LOCATIONS**

**Planning Board/Zoning Board of Adjustments Meeting Time and Location: 5:00 p.m.**  
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