

WASHINGTON COUNTY, ARKANSAS **EXEMPTION CHECKLIST IN CITY PLANNING AREAS**

(If you have questions about any of the following information, someone in the Planning Office will be glad to answer your questions!)

If your property is located within a City's Planning Area, and your split qualifies for the exempt (administrative) lot split or lot line adjustment process through the County, the split can be completed once you have obtained City approval. Please be aware that County zoning applies in most City Planning areas, please contact the County Planning Office prior beginning the split process to obtain the zoning information for your tract of land. This information can also be found at www.co.washington.ar.us/planning

If your property is located in the City of Farmington's Planning Area, contact the Planning Office. There is an inter-local agreement effective for this area that may affect your split.

- Please bring proof of approval from the City whose Planning Area the project is in. (a letter from the city or the approval stamp on the surveys). If the approval is by letter please bring the exact survey that the City approved.
- Exemption Application completed to the best of your knowledge.
- 5-original surveys (one for the Circuit Clerk, one to be returned filed to the Planning Office, the remaining for your purposes). You may bring more copies if you would like us to stamp them. The City whose Planning Area the project is in may also want a filed survey.
- Two -8 ½" x 11" original-reduced surveys (one for the Planning Office, one for the Circuit Clerk).

Your survey must include:

- All parcels that are less than 20 acres (you may include those that are larger).
**Please note that your survey is not required to show remainder tract (defined as the tract retained by the owner of the property who is seeking the split) unless the tract is less than 5 acres in size. However, a new legal description is required for this tract.*
 - The original legal description of the property and the legal descriptions of the new parcels being created.
 - Building setbacks (please depict these as lines on the survey- as well as text):
 - 20' from the rear property line,
 - 10' from the side property line(s), and
 - 25' from the front of the property and from any road right-of-way (ROW)- this 25' front/ROW setback must also be dedicated as a Utility Easement (UE).
 - If in a City's Planning Area, setbacks may be varied based on that city's requirements.
 - The City's codes will determine lot frontage minimums, etc.
- Appropriate Processing Fee: \$15.00 if the property is within a planning area