DEPT. OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
301 W. CHESTNUT
PHONE: (479) 621-1186
FAX: (479) 986-6896

REDUCTION SURVEY STANDARDS

Surveys must feature the following:

- Information required per Arkansas Standards of Practice No. 1.
- Graphic depiction (with bearings and distances) of the area to be reduced.
- Textual depiction of the linear distance to be reduced.
- If a reduction only involves specific encroachments, the reduction area must only include the specific encroachments.

Required signatures:

***Setback and easement reduction*:**	***Setback reduction only:***	****Easement reduction only:***
Property owner (with notarization)	Property owner (with notarization)	Property owner (with notarization)
Secretary, Board of Adjustment	Secretary, Board of Adjustment	Community Development Director
Community Development Director	Community Development Director	Mayor
Mayor		City Clerk
City Clerk		RWU
RWU		Electric provider
Electric provider		Gas provider
Gas provider		CATV provider
CATV provider		Phone/Internet provider
Phone/Internet provider		

*Easement reductions do not require a variance, but shall be submitted for review by Community Development and RWU and require approval from all appropriate utilities. Submittals for easement reductions shall follow the standards and details stated above.

Utility Contact Information:

Provider	Contact	Phone #	Email
Rogers Water Utilities	Stephen Ponder	(479) 621-1156	stephenponder@rwu.org
Carroll Electric	Derek Thurman	(479) 273-2421 *2690	dthurman@carrollecc.com
AEP SWEPCO	Mark Beasley	(479) 986-1004 / (479) 721-8573	mbeasley@aep.com
Black Hills Energy	Brandon Stubbs	(479) 877-0430	brandon.stubbs@blackhillscorp.com
CATV (Cox)	Larry Alexander	(479) 871-8806	Larry.Alexander@cox.com
Phone (AT&T)	Anthony Williams	(479) 442-3173	aw9156@att.com