**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 | mkbeasley@aep.com |
| Black Hills Energy | Brandon Stubbs | (479) 333-7020 / (479) 225-3726 | brandon.stubbs@blackhillscorp.com |
| CATV (Cox) | Michael Smothers | (479) 871-8807 | Michael.Smothers@cox.com |
| Phone (AT&T) | Anthony Williams | (479) 442-3173 | aw9156@att.com |