

INSTRUCTIONS FOR MAKING
APPLICATION FOR LANDSCAPING VARIANCE
TO THE LITTLE ROCK
CITY BEAUTIFUL COMMISSION

1. The applicant (owner or authorized agent) shall appear at the Office of the Plans Development Administrator, Department of Planning and Development, 723 West Markham, Little Rock, AR and complete the required application forms.
2. The applicant shall submit as part of the application, three (3) copies of a recent survey, certified by a registered land surveyor, showing all existing and proposed improvements with all dimensions pertaining thereto. (The proposed improvement may be illustrated on a separate drawing.)
3. After properly filing the application, the applicant shall give notice as required by the By-Laws of the City Beautiful Commission. The cost of these notices shall be borne by the applicant. (NOTE: This notice is not a petition of approval or disapproval.)

“Before the City Beautiful Commission shall consider a request for landscaping variance of any property, the petitioner for such variance shall first give not less than ten (10) days written notice of the time, place and date of public hearing thereon to all the record owners of property situated within 200 feet thereof as certified by a licensed abstractor. Said notice shall be sent by certified registered mail to the last known address of such record owner(s) and the petitioner shall execute and file with the Plans Development Administrator, Department of Planning and Development, showing compliance herewith attaching as exhibits to said Affidavit official evidence that said notices have been so mailed.”

4. The Affidavit required and supporting exhibits (return receipts, and copy of notice) shall be filed with the Plans Development Administrator no later than six (6) calendar days prior to the meeting date.
5. The applicant shall post the sign furnished at the time of filing at the front of the property so that it can be seen from the street, at least ten (10) calendar days before the meeting. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from this office.
6. The applicant or agent shall be present at the meeting in order to answer any questions the Commission members of interested parties may have.

FEE - \$150.00

PLEASE NOTE: NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICANT TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING, AND MAY REQUIRE THE RENOTIFICATION OF PROPERTY OWNERS.

NOTICE OF PUBLIC HEARING BEFORE
THE LITTLE ROCK CITY BEAUTIFUL COMMISSION
ON AN APPLICATION FOR LANDSCAPE VARIANCE

TO ALL OWNERS OF LAND lying within 200 feet of the boundary of property at:

ADDRESS: _____
GENERAL LOCATION: _____
OWNED BY: _____

NOTICE IS HEREBY GIVEN THAT an application for landscape variance(s) on the above property has been filed with the Plans Development Administrator, Department of Planning and Development, 723 West Markham, requesting variance(s) from:

- (1) The _____ provisions of Section _____ of the Little Rock Code of Ordinances to permit: _____

- (2) The _____ provisions of Section _____ of the Little Rock Code of Ordinances to permit: _____

- (3) The _____ provisions of Section _____ of the Little Rock Code of Ordinances to permit: _____

A public hearing on said application will be held by the Little Rock City Beautiful Commission on _____, 20_____, at _____ a.m. The meeting will be held at Curran Hall, located at 615 East Capitol Avenue.

All parties in interest may appear and be heard at said time and place or may notify the City Beautiful Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Plans Development Administrator, 723 West Markham, 371-4864, to review the application and discuss same with the staff.

AFFIDAVIT

I, hereby certify that I have notified all the property owners of record within 200 feet of the above property, that subject property is being considered for landscaping variance(s), and that a public hearing will be held by the Little Rock City Beautiful Commission at the time and place described above.

Applicant (owner or authorized agent): _____
SIGNATURE

DATE

APPLICATION FOR LANDSCAPE VARIANCE

To the City Beautiful Commission:

Application is hereby made to the City Beautiful Commission pursuant to Little Rock Code of Ordinances Chapter 15, relative to property located at: _____

Zoned _____, _____ District.

Request a Landscape Variance be granted to allow _____

Applicant : _____ Property Owner: _____
Address : _____ Address: _____
Phone: _____ Phone No.: _____

If an individual other than the title-holder files this application, attachment of a completed affidavit is required authorizing this person to act on behalf of the title-holder.

A variance may be granted by the City of Little Rock upon written application accompanied by the appropriate plans and specifications from the property owner, or his authorized agent. In granting a variance, the City Beautiful Commission shall impose such requirements and conditions, as the Commission may deem necessary for the protection of adjacent properties and the public interest.

There are _____ are not restrictions of record effecting this proposal.

FILING DATE APPLICANT'S SIGNATURE

CITY BEAUTIFUL COMMISSION DOCKET FOR: _____, 20_____.
AT _____ a.m.

CASE NO. CBC: _____

APPLICATION WAS – GRANTED – DENIED, _____, 20_____.

SUBJECT TO THE FOLLOWING CONDITIONS:

\$150.00 Fee Paid _____

CITY BEAUTIFUL COMMISSION

AFFIDAVIT

I, _____ certify by my signature below that I hereby authorize _____ to act as my agent regarding the _____ of the below described property.

Property described

as: _____

Signature of Title Holder

Date

Subscribed and sworn to me a Notary Public on this _____ day of _____.

Notary Public

My Commission Expires:
