



**River  
Market  
Design  
Review  
Committee**

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Planning and Development • 723 W. Markham • Little Rock, Arkansas 72201 • 501-371-4790 • fax 501-399-3435

**INSTRUCTIONS FOR MAKING APPLICATION FOR  
THE RIVER MARKET DESIGN REVIEW COMMITTEE**

1. The applicant (owner or authorized agent) shall appear at the Department of Planning and Development, 723 West Markham, and complete the required **application** and provide a **cover letter**.
2. The applicant shall submit as part of the application **three (3) copies of a plan** including the following information:
  - a. Plan to scale of all signage, awnings, and other improvements including all dimensions of improvements and dimensioned locations of all improvements.
  - b. Graphic elevations of building or property with improvements shown. May be scaled architectural drawings, scaled sketches, or photos with improvements superimposed.
  - c. Adjacent Street Names shown
  - d. Street Address of Property
  - e. A survey may be required in certain instances.

The above information will be required for each sign, each awning, or each improvement.

3. The applicant shall provide a **cover letter** stating the parameters of the project. If variances from the ordinance are requested, applicant must include justifications as to why the variance should be given.
4. If application is being made by a tenant or agent of the owner(s), an additional separate form "Authorization of Representation Statement" will be required for each owner.

**Please Note:**

- a) Submission of an incomplete application or noncompliance with the above may cause your application to be withheld and not considered at the meeting.
- b) Staff advice does not constitute a recommendation of approval of the application. Staff recommendations are based on field inspections plans for the areas, reports from other departments and other information.
- c) The applicant should be present at the meeting in order to answer any questions of the Committee or other interested parties. The absence of the applicant may be cause for deferral.

**APPLICATION FOR A REVIEW BY THE  
THE RIVER MARKET DESIGN REVIEW COMMITTEE**

River Market Design Review Committee meeting Docketed for \_\_\_\_\_ at \_\_\_\_\_ am.

Application is hereby made to the Design Review Committee of the River Market Design Overlay District, pursuant to the provisions of City of Little Rock Ordinance 17,240, as amended, petitioning to make improvements in the district as described below:

Street Address: \_\_\_\_\_

Title to this property is vested in: \_\_\_\_\_  
Property owner (print)

**If an individual other than the property owner(s) files this application, attachment of form "Authorization Of Representation Statement" is required for each owner.**

Please state total number of signs, awnings, and/or improvements sought in this application and describe each:

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

Applicant's Name \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

RM DRC Action:  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Date: \_\_\_\_\_

Board of Adjustment Action:  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Date: \_\_\_\_\_

**AUTHORIZATION OF REPRESENTATION STATEMENT**

I, \_\_\_\_\_ do hereby authorize  
Property owner (print)

\_\_\_\_\_ to represent me and my interests in an  
Agent/representative name and business (print)

Application for a Review by the River Market Design Review Committee on the following property described below. I have reviewed the proposed improvements and do not oppose the signage, awnings, or other improvements. I have indicated so by initialing a copy of the submittals that are attached.

Street Address: \_\_\_\_\_

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Agent's signature

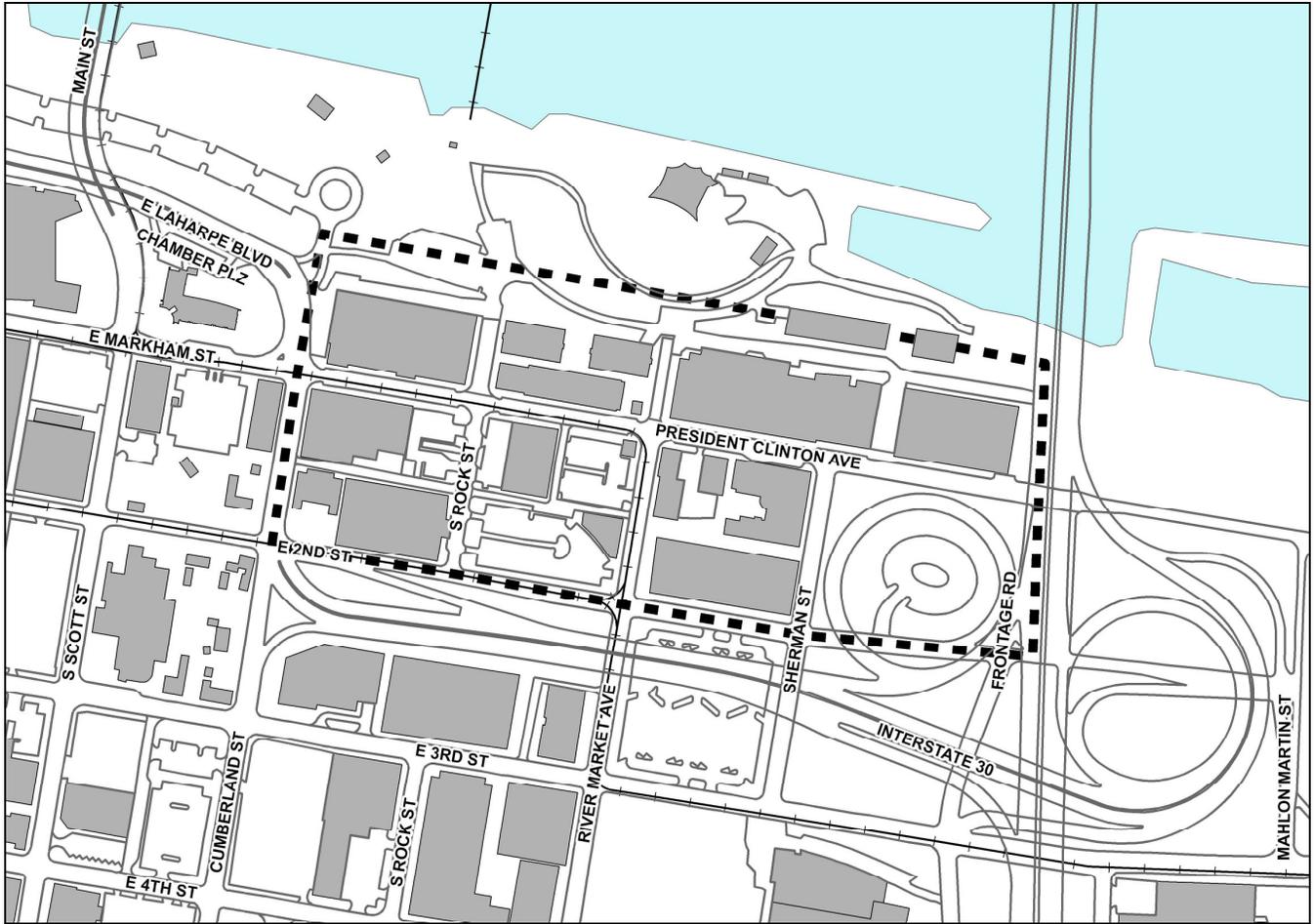
\_\_\_\_\_  
date

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Subscribed and sworn to me, a Notary Public on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



A map of the

## River Market Design Overlay District

Graphics updated 01/02