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:      Board of Adjustment Action:
Approved: ________ Denied: ________   Approved: ________ Denied: ________
Date: ___________________________   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 ______________________

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