

INSTRUCTIONS FOR MAKING APPLICATION FOR A NON-RESIDENTIAL ZONING VARIANCE

1. The owner or his authorized agent is required to file the application in the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; 371-4790. The following documents are to be submitted at the time of filing.
 - a) Six (6) copies of a site plan and survey, prepared by a professional surveyor or professional engineer, which shows all existing and proposed improvements properly dimensioned and labeled. The survey must be dated no more than five (5) years prior to the date of submittal of the application.
 - b) A cover letter detailing the applicant's proposal and providing his justification and reasons for requesting a variance from the requirements of the Zoning Ordinance. Said letter shall be in sufficient detail so that the Board of Adjustment can determine whether a variance is necessary or warranted.

Possible justifications for seeking a variance might include excessive slopes, internal structural configurations, major natural features to be preserved or unusual lot configurations. Usually economic reasons are not sufficient justification for waiving zoning requirements.
2. Payment of a filing fee is required no later than the published docket closing date. Said fees are established by the City's adopted Fee Ordinance.
3. Upon application to the City, the applicant is given a notice form which is to be circulated by the applicant among neighboring property owners. Two forms of notice are used: (1) single family and duplex owners are permitted to hand carry the notice to neighbors and provide proof of notice by obtaining the signatures of those notified; (2) other owners must obtain a list of neighboring property owners from an abstract company and to send the required notice by certified mail. Said notice must be given to owners properties within 200 feet of the subject property and be accomplished at least ten (10) days prior to the meeting date.
4. The required affidavit and supporting exhibits (signed notices, mailing receipts, certified abstract list of property owners of record and copy of notice) shall be filed with the Department of Planning and Development no later six (6) calendar days prior to the meeting date.
5. The applicant is given a sign indicating that the posted property is being considered for a zoning variance which must be posted in a location on the property which is visible from the street in front of property for which the request is made. This, too, is posted at least ten (10) days in advance of the meeting.
6. The applicant or his representative must be present at the meeting at which the request is to be considered and be prepared to respond to questions from the Board of Adjustment concerning the request for variance. Failure to do so will result in automatic deferral of the request or possible withdrawal of the item from the agenda.

APPLICATION FOR ZONING VARIANCE

ZONING CASE FILE NO. Z-_____

BOARD OF ADJUSTMENT MEETING DATE DOCKET FOR: _____, 20__ AT ____ PM.

Application is hereby made to the Little Rock Board of Adjustment pursuant to Act 186 of 1957, Acts of Arkansas, as amended, and Chapter 36 of the Little Rock, Ark. Rev. Code (1988), as amended, requesting a zoning variance(s) on the following described property:

ADDRESS: _____

(General Location): _____

LEGAL DESCRIPTION: _____

Title to this property is vested in: _____

Subject property is currently zoned: _____ District and variances as follows are requested:

(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: _____

Present Use of Property: _____

Proposed Use of Property: _____

(There are) (there are no) private restrictions pertaining to the proposed use/development of this property.

The applicant feels that strict enforcement of these provisions would be a hardship and is requesting variance(s) in this case for the following reason(s):

It is hereby agreed that the required filing fee will be paid immediately after filing and acceptance of this application, and that the notice to property owners as well as the posting of the sign furnished, will be accomplished as required.

Applicant (owner or authorized agent): _____

(Address)

(Telephone-Bus. and Home)

BOARD OF ADJUSTMENT Approved: _____, 20__ Denied: _____, 20__

Conditions of approval: _____

Signature of Board Secretary or Authorized Agent _____

FILING FEE: \$ _____

(Collectors Stamp Here)

**NOTICE OF PUBLIC HEARING BEFORE
THE LITTLE ROCK BOARD OF ADJUSTMENT
ON AN APPLICATION FOR A ZONING VARIANCE**

To all owners of lands lying within 200 feet of the boundary of property at:

Address: _____

General Location: _____

Owned By : _____

NOTICE IS HEREBY GIVEN THAT an application for zoning variance(s) on the above property has been filed with the 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:

A public hearing on said application will be held by the Little Rock Board of Adjustment in the Little Rock Board of Directors Chamber, 2nd Floor, City Hall, 500 W. Markham, Little Rock, Arkansas, on: _____, 20____ at _____ P. M.

All parties in interest may appear and be heard at said time and place or may notify the Board of Adjustment of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development, 723 West Markham, 1st Floor to review the application and discuss same with the Zoning Administrator at 371-4790.

AFFIDAVIT

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

Applicant (Owner or Authorized Agent): _____
(Name)

(Date)

**SITE PLAN REVIEW CRITERIA
ZONING, SUBDIVISION, CONDITIONAL USE,
VARIANCE OR P.U.D.**

The following list is the minimum criteria for submittal of a Site Plan Review issue, whether for Planning Commission or Board of Adjustment approval. This information shall be included in all submittals on or before the docket closing date for the issue involved. It may be necessary for individual development applicants to contact either the City Engineer or the utility companies for purposes of determining this information.

- a. All permanent buildings and structures proposed or existing with dimensions on the buildings and setbacks from property lines.
- b. All parking areas, whether existing or proposed, and the radius on all drive lanes, curves or turns.
- c. All points of ingress or egress to the site from adjacent streets or properties and dimensions of drives.
- d. All drives and streets intersecting all boundary streets across from the site are to be indicated and properly dimensioned.
- e. Availability of public utilities, indicating the line size and location.
- f. All on-site fire hydrants, both existing and proposed.
- g. All on-site water systems, both existing and proposed.
- h. All property lines with dimensions.
- i. Existing right-of-way dimensions on abutting streets and all street names clearly delineated.
- j. Areas within the development site to be devoted to landscaping.
- k. Provide the required number of handicap parking spaces.

The above material being a minimum criteria for submittal will be viewed as necessary in order to review an application. Failure to disclose any of this material or provide same on the site plan may be cause for withdrawal or deferral of your request.

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:
