

## **APPLICATION PROCEDURE FOR SPECIAL USE PERMITS**

1. The property owner, or a designated agent, shall appear at the Department of Planning and Development, 723 W. Markham, to complete required application forms and to provide the address and legal description of the property upon which the use will be conducted.
2. The applicant shall submit, as part of the application, a cover letter setting forth the request. The letter should include a statement as to the intent of the use and should include such information as is necessary to inform the Commission of the issue.
3. All applicants must submit a copy of the bill of assurance for the subdivision within which the subject property is located. Copies of bills of assurance are available at the Pulaski County Circuit Clerk's office located at 401 West Markham Street. If the property is not located in a subdivision with a bill of assurance, the applicant must submit a statement to that effect in conjunction with submission of the application.
4. 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.
5. After properly filing the application, the applicant shall give notice as required below. The cost of these notices shall be borne by the applicant. (Note: This notice is not a petition for approval or disapproval.)

Before the Planning Commission shall consider a request for a special use permit on any property, the petitioner for such action shall first give not less than fifteen (15) 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 or registered mail to the last known address of such record owner(s), and the petitioner shall execute and file with the Planning staff an affidavit showing compliance herewith, attaching as exhibits to said affidavit official evidence that said notices have been so mailed.

6. The affidavit required and supporting exhibits (outgoing postmarked mailing receipts, certified abstract list of property owners on record and copy of notice) shall be filed with the Department of Planning and Development no later than six (6) calendar days prior to the meeting date.
7. 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 thirty (30) 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.
8. The applicant will appear in person before the Planning Commission at the public hearing on the Special Use Permit. At such time, the applicant may make a presentation regarding the request, answer questions from the Planning Commission or to rebut neighborhood opposition if necessary.
9. The Planning Commission action is the final action required unless an appeal is filed by an involved party with the Board of Directors. (The appeal is filed with the City Clerk's office.) Permits for occupancy and/or construction will be issued within the thirty (30) day appeal period at the risk of the applicant.
10. Approval by the Planning Commission shall give the applicant the right to pursue other required permits for the use and to engage in the use as specified in the Special Use Permit.

### APPLICATION FOR SPECIAL USE PERMIT

ZONING CASE FILE NO. \_\_\_\_\_

PLANNING COMMISSION MEETING: \_\_\_\_\_

Application is hereby made to the Little Rock Planning Commission, pursuant to the provisions of Act 186, of 1957, Acts of Arkansas, as amended, and Chapter 36 of Little Rock, Ark. Rev. Code (1988), as amended, requesting approval of a Special Use Permit as described below:

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

ZONING ON PROPERTY: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_

APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PLANNING COMMISSION ACTION: \_\_\_\_\_

SPECIAL CONDITIONS WITH APPROVAL: \_\_\_\_\_

FEE: \_\_\_\_\_

**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION  
ON AN APPLICATION FOR SPECIAL USE PERMIT**

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 a Special Use Permit on the above property has been filed with the Department of Planning and Development, 723 West Markham, City of Little Rock, Arkansas to allow use of the property as follows:

PRESENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

A public hearing on the application will be held in the Chamber of the Little Rock Board of Directors, 2nd Floor, City Hall on: \_\_\_\_\_, at \_\_\_\_\_ P.M.

Meetings between the developer, the staff and the neighborhood residents can be arranged prior to the public hearing if desired. The applicant/developer is \_\_\_\_\_ and can be contacted at the telephone number \_\_\_\_\_.

All interested parties may appear and be heard at said time and place, or may notify the reviewing body of their views by letter. Information about the application may be requested by contacting Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; (501) 371-4790.

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The City of Little Rock complies with all civil rights provisions of federal laws and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. The City of Little Rock does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, income status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, in admission or access to and treatment in the City’s programs and activities, as well as the city’s hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City’s nondiscrimination policies may be directed to the Title VI Coordinator, 500 West Markham Street, Little Rock, AR 72201, 501-371-4475.

This notice is available from the Title VI Coordinator in large print or recording. Free language assistance for those with Limited English Proficiency is available upon request.

La ciudad de Little Rock cumple con todas las disposiciones de derechos civiles de los estatutos federales y autoridades relacionadas que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal. La ciudad de Little Rock no discrimina por motivos de raza, color, credo, religión, sexo, origen nacional, edad, discapacidad, estado de ingresos, estado civil, orientación sexual, identidad de género, información genética, las opiniones políticas o afiliación, en la admisión o acceso y tratamiento en los programas y actividades de la ciudad, así como de contratación de empleados de la ciudad. Las quejas de supuesta discriminación y consultas sobre la política antidiscriminatoria de la ciudad pueden ser dirigidas a, Coordinador del Título VI, 500 West Markham Street, Little Rock, AR 72201, 501-371-4475.

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**AFFIDAVIT**

I hereby certify that I have notified all the property owners of record within 200 feet of the above described property that a Special Use Permit application is being considered and the public hearing will be held at the time and place described.

Applicant (Owner or Authorized Agent): \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

**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:  
\_\_\_\_\_