

## INSTRUCTIONS FOR SITE PLAN REVIEW APPLICATION

1. The owner or agent, authorized in writing by the owner, is required to file an 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) Two (2) copies of the site plan, **folded to legal size**, and two (2) copies of a survey prepared by a professional surveyor, the appropriate certificates and conforming to other requirements as indicated by Sections 36-126 and 36-156 of the Zoning Ordinance or Section 31-13 of the Subdivision Regulations. The survey must be dated no more than five (5) years prior to the date of submittal of the application.
  - (b) Supplemental material required shall be as follows:
    - (1.) a cover letter setting forth the development rationale, including legal and structural composition of the project;
    - (2.) an outline of the project as set forth within the ordinance, quantifying the plan;
    - (3.) a site plan indicating typical buildings, siting and access to the site, and vicinity map.
  - (c) A completed checklist certifying that the required items are included.
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. After properly filing the application and paying the fee, 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 of approval or disapproval.)

The petitioner for site plan review shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all 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. (Return receipt not required.)
4. Applicants or their agents are required to attend both the Subdivision Committee Meeting and the Public Hearing. The Subdivision Committee Meeting is usually held two weeks prior to the Public Hearing. However, the exact date should be confirmed with the staff.
5. All items for filing must be submitted no later than the published docket closing date. Incomplete or inadequate filings will not be placed on the agenda.
6. Staff advice on how to prepare an application does not constitute a recommendation of approval of an application. Staff recommendations are based on field inspections, plans for the area, reports from other departments, and other information.
7. Noncompliance with the above may cause your application to be deferred or withheld from further consideration. It is the applicant's responsibility to comply with the relevant regulations and instructions.
8. Please do not hesitate to contact staff if you have questions about the process.

**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.

**INFORMATION SHEET FOR  
SUBDIVISION, PUD's, PD's, ZONING  
OR SUBDIVISION SITE PLAN REVIEWS**

ITEM NO. \_\_\_\_\_ DATE \_\_\_\_\_

FILE NO. \_\_\_\_\_

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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AREA \_\_\_\_\_

NUMBER OF LOTS \_\_\_\_\_

FT. NEW STREET \_\_\_\_\_

ZONING \_\_\_\_\_

PROPOSED USES \_\_\_\_\_

PLANNING DISTRICT \_\_\_\_\_

CENSUS TRACT \_\_\_\_\_

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**VARIANCES REQUESTED**

- 1.)
- 2.)
- 3.)
- 4.)

**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION  
ON AN APPLICATION FOR SITE PLAN REVIEW**

To ALL owners of land lying within 200 feet of the boundary of property at:

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

General Location: \_\_\_\_\_

Owned by: \_\_\_\_\_

Zoning: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

\_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for Site Plan Review has been filed with the Department of Planning and Development. A public hearing on said application will be held by the Little Rock Planning Commission in the Board of Directors Chamber, Second Floor, City Hall, on \_\_\_\_\_, at \_\_\_\_\_ p.m.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place, or may notify the Planning Commission 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, 371-4790, and to review the application and discuss same with the Planning staff.

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 property that subject property is being considered for Site Plan Review and that a Public Hearing will be held by the Little Rock Planning Commission at the time and place described above.

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:

\_\_\_\_\_

**STREET RIGHT-OF-WAY  
AGREEMENT**

CASE NO. Z-\_\_\_\_\_ LOCATION/ADDRESS\_\_\_\_\_

DATE \_\_\_\_\_

DOCKETED FOR MEETING ON \_\_\_\_\_

I, \_\_\_\_\_, do hereby agree/disagree to dedicate to the public any needed right-of-way as required by the Master Street Plan for a public street abutting property on which I am requesting Site Plan Review.

I, \_\_\_\_\_, agree / disagree to provide at my expense an easement deed and/or other documents as necessary conveying such right-of-way to the public.

APPLICANT/OWNER\_\_\_\_\_ DATE\_\_\_\_\_

(IF THE ABOVE SIGNATURE REPRESENTS AN APPLICANT OTHER THAN THE TITLE HOLDER, ATTACHMENT OF A LETTER IS REQUIRED AUTHORIZING THIS PERSON TO ACT IN BEHALF OF THE TITLE-HOLDER.)