

## **INSTRUCTIONS FOR MAKING APPLICATION FOR AN AMENDMENT TO THE MASTER STREET PLAN**

1. The applicant/owner or authorized agent shall submit completed application forms and present filing fee at the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; 371-4790.
2. The applicant shall submit as part of his/her application a graphic showing the general vicinity with segment of the roadway alignment highlighted. Graphic should be a PDF or hardcopy.
3. A filing fee, as prescribed by ordinance, shall be paid to the City Collector's Office immediately after receipt and acceptance of the application.
4. The applicant shall submit as part of his/her application a letter from an abstract company which shall list all abutting property owners on the street segment(s) in review.
5. After filing the proper forms and meeting the requirements set forth above, the applicant shall give notice to affected properties as required below. Before the Planning Commission shall consider a petition for right-of-way, the petitioner shall first give at least 15 days written notice of the time, place and date of public hearing thereon to all record owners of land abutting portions of the street or alley involved. **THIS MEANS OWNERS OF PROPERTY THAT ABUTS ANY PORTION OF THE STREET TO BE RECLASSIFIED, INCLUDING OWNERS AT EACH END OF THE AFFECTED STREET.** The notification shall be by certified mail. The form for notice shall be that as provided by the staff.
6. The staff will furnish a name and address for neighborhood contacts that require notice of the hearing. This must be accomplished as part of the notice requirement in No. 5 above.
7. An affidavit is required stating the owner has complied as directed on the notice requirement. The affidavit shall be accompanied by a copy of the notice mailed and the postal receipts for mailing. A return receipt is not required. This proof of notice shall be filed with the staff at least six (6) days prior to the Planning Commission meeting.
8. The applicant should be present at the meeting in order to answer any questions of the Commission or other interested parties. The absence of the applicant may be cause for deferral.
9. The applicant's noncompliance with the above may cause the petition to be withheld or not considered at the meeting scheduled and may require the renotification of property owners.

**NOTE: PLEASE CHECK WITH THE PLANNING STAFF FOR THE APPROPRIATE FEE AND FILING DATE FOR THE PLANNING COMMISSION PUBLIC HEARING.**

**APPLICATION FOR AN AMENDMENT TO  
THE MASTER STREET PLAN**

A petition is hereby submitted to the Board of Directors of the City of Little Rock, Arkansas through the Little Rock Planning Commission, to amend the Master Street Plan.

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

FROM \_\_\_\_\_ TO \_\_\_\_\_ INTERSECTION

(Entire length of application must start and end with major intersections of streets classified other than local)

LENGTH OF STREET SEGMENT(S): \_\_\_\_\_

PRESENT CLASSIFICATION OF STREET: \_\_\_\_\_

PROPOSED CLASSIFICATION OF STREET: \_\_\_\_\_

REASON FOR RECLASSIFICATION: \_\_\_\_\_

MODIFICATION OF DESIGN CROSS SECTION: (CIRCLE) YES NO

IF YES, DESCRIBE NEW DESIRED DESIGN STANDARD: \_\_\_\_\_

It is understood that notice of the public hearing hereon before the Little Rock Planning Commission will be circulated by the applicant at his/her expense to all parties in interest.

PLANNING COMMISSION MEETING DOCKETED FOR \_\_\_\_\_ ,  
20\_\_\_\_\_, AT \_\_\_\_\_ P.M.

\_\_\_\_\_  
(OWNER)

\_\_\_\_\_  
(MAIL ADDRESS)

\_\_\_\_\_  
(AGENT)

HOME:  
PHONE: \_\_\_\_\_  
BUSINESS  
PHONE: \_\_\_\_\_

**DO NOT FILL IN (FOR STAFF USE ONLY)**

MASTER STREET PLAN NO.: \_\_\_\_\_

PLANNING COMMISSION APPROVED: \_\_\_\_\_, 20\_\_

PLANNING COMMISSION DENIED: \_\_\_\_\_, 20\_\_

BOARD OF DIRECTORS APPROVED: \_\_\_\_\_, 20\_\_

ORDINANCE NO.: \_\_\_\_\_

DEPARTMENT DIRECTOR BY: \_\_\_\_\_

**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION ON AN  
AMENDMENT TO THE MASTER STREET PLAN**

To all owners of lands abutting the boundary of a street described as:

Location/Description: \_\_\_\_\_  
\_\_\_\_\_

Petitioner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Agent or Attorney: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Notice is hereby given that a public hearing on the said petition will be held by the Little Rock Planning Commission in the Board of Directors Chambers, Second Floor, City Hall, on \_\_\_\_\_, 20\_\_\_\_\_, 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 petition are invited to call or visit the Department of Planning and Development, 723 West Markham. The staff contact person is \_\_\_\_\_ at 371-4790.

APPLICANT (Owner or Authorized Agent): \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

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**AFFIDAVIT**

I hereby certify that I have properly notified all owners of record as directed in the instructions for filing an amendment. Further, that proof of such notice has been provided to the staff of the Planning Commission in compliance with the instructions.

APPLICANT (Owner of Authorized Agent): \_\_\_\_\_  
(Name)

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