



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

1. The applicant (owner or authorized agent) shall appear at the Department of Planning and Development, 723 West Markham, and complete the required application forms.
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 one 24" X 36" hardcopy or one scale able PDF of a plan.
3. A filing fee as prescribed by ordinance shall be paid no later than the published docket closing date.
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 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.)

Before the Planning Commission shall consider a request for right-of-way, the petitioner for such action shall first give not less than fifteen (15) days written notice of the time, place and the date of public hearing thereon to all of the 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. Said notice shall be sent by certified 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 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.



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: ☐ 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.

Owner/Agent (Printed Name): _____

Owner/Agent Street, City, State, & Zip: _____

Owner/Agent Phone Number: _____

Owner/Agent Email: _____

DO NOT FILL IN (FOR STAFF USE ONLY)

PLANNING COMMISSION DOCKETED FOR _____ AT _____ PM.

CASE FILE # MSP-_____ FILING FEE: \$_____

PLANNING COMMISSION ACTION:

APPROVED: _____ DENIED: _____

DATE: _____

BOARD OF DIRECTORS ACTION:

APPROVED: _____ DENIED: _____

DATE: _____

ORDINANCE #: _____

DOCUMENTING OFFICIAL SIGNATURE: _____ DATE: _____



**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 (Printed Name): _____

Petitioner Street, City, State, & Zip: _____

Petitioner Phone Number: _____

Petitioner Email: _____

Notice is hereby given that a public hearing on the said petition will be held by the Little Rock Planning Commission in the _____ ,
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, or call 501-371-4790.

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 Caran Curry, 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 Caran Curry, Coordinador del Título VI, 500 West Markham Street, Little Rock, AR 72201, 501-371-4475.

AFFIDAVIT

I hereby certify that I _____,
(Print or type name)

acting as owner/agent, have provided notice to affected parties in accordance with the requirements of the Planning Commission Bylaws and that the notice information provided is to the best of my knowledge true and factual.

Applicant (Owner or Authorized Agent):

Date