

Planning & Development – Notification Process for Staff & Applicants.

The following details are the types of applications, and the notification to landowners as required, submitted by an applicant, that must be heard by the Little Rock Planning Commission (PC):

Note: Notices are sent to all registered Neighborhood Organizations within the City of Little Rock on all Planning Commission Items.

1. Notification Process for Filing a Petition for a Street Name Change:

Before the Planning Commission shall consider an application for a street name change, the applicant or authorized agent shall first give at least 15 days written notice of the time, place and date of the Planning Commission public hearing thereon to all residents of land abutting the length of the street proposed to be renamed. This includes all business occupants, single-family and two-family occupants and multi-family occupants. In the case of a multi-family housing development, notice may be sent to the manager or owner of the development.

The notice shall be by certified mail. The form of notice shall be that as provided by staff. Proof of notice, including post-marked certified mail receipts and a copy of the notice sent, shall be returned to staff no later than 6 days prior to the Planning Commission hearing date.

Please note: Posting a sign is not required for this application.

2. Notification Process for Filing a Subdivision Application:

Proof of written notice given fifteen (15) days prior to the Public Hearing. A notice form for this purpose is to be obtained from the staff and a list of owners is to be obtained from a licensed abstractor. Notice is to be sent by registered or certified mail. (Return receipt not required.) Evidence of such notification, including the date of mailing, shall be presented to the staff six (6) days prior to the hearing.

Notice is to be provided in the following described manner:

Written notice to all owners of unplatted and all platted tracts adjacent to the proposed subdivision including across a street right-of-way.

Please note: Posting a sign is not required for this application.

3. Notification Process for Filing Special Use (SUP) & Short-Term Rental – 1 (STR-1) Applications:

Before the Planning Commission considers 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.

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.

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.

Staff provides a “Supplemental Notice” for an additional one hundred (100) feet beyond the required two hundred (200) feet as required by the applicant for a total coverage area of three hundred (300) feet. This additional notice only applies to Planning Commission Items.

4. Notification Process for Filing a Planned Zone Development (PZD) & Short-Term Rental – 2 (STR-2) Applications:

Before the Planning Commission considers a P.Z.D. request 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 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. (A return receipt is not required.)

The Affidavit required and supporting exhibits (green and white mail receipts, certified abstract list of property owners of record, and copy of notice) shall be filed

with the Office of Planning and Development no later than six (6) calendar days prior to the meeting date.

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 must be obtained from this office. The sign is required to be in place during the application review process.

Staff provides a “Supplemental Notice” for an additional one hundred (100) feet beyond the required two hundred (200) feet as required by the applicant for a total coverage area of three hundred (300) feet. This additional notice only applies to Planning Commission Items.

5. Notification Process for Filing a Rezoning Application:

Before the Planning Commission considers a request for rezoning of any property, 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 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.

The required affidavit and supporting exhibits (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 than six (6) calendar days prior to the meeting date.

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) days prior to the meeting. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from this office.

Staff provides a “Supplemental Notice” for an additional one hundred (100) feet beyond the required two hundred (200) feet as required by the applicant for a total coverage area of three hundred (300) feet. This additional notice only applies to Planning Commission Items.

6. Notification Process for Filing a Petition for Abandonment of a Public Right-of-Way (ROW), Street or Alley:

Before the Planning Commission considers 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 WHICH ABUTS ANY PORTION OF THE RIGHT-OF-WAY TO BE CLOSED, INCLUDING OWNERS AT EACH END OF THE AFFECTED RIGHT-OF-WAY.* The notification shall be by certified mail. The notice form is provided by the Planning staff.

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.

Please note: Posting a sign is not required for this application.

7. Notification Process for Filing a Conditional Use Permit Application:

Before the Planning Commission considers a request for a conditional 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.

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.

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.

Staff provides a “Supplemental Notice” for an additional one hundred (100) feet beyond the required two hundred (200) feet as required by the applicant

for a total coverage area of three hundred (300) feet. This additional notice only applies to Planning Commission Items.

8. Notification Process for Filing a Petition for Abandonment of a Utility Easement:

Before the Board of Directors shall consider a petition for the abandonment of a utility easement, the petitioner shall first give at least 15 days written notice of the time, place and date of the public hearing thereon to all record owners of land abutting portions of the utility easement involved. THIS MEANS THOSE OWNERS ABUTTING THE UTILITY EASEMENT OR TAKING ACCESS TO THE EASEMENT. The notification shall be by certified mail. The form for notice shall be as provided by the staff.

An affidavit is required stating the owner has complied as directed on the notice required. 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 Board of Directors meeting.

Please note: Posting a sign is not required for this application.

9. Notification Process for Filing an Amendment to the Master Street Plan:

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.

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.

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.

Please note: Posting a sign is not required for this application.

Staff provides a “*Supplemental Notice*” for an additional one hundred (100) feet beyond the required two hundred (200) feet as required by the applicant for a total coverage area of three hundred (300) feet. This additional notice only applies to Planning Commission Items.

10. Notification Process for filing an Annexation Application.

Staff provides a “Supplemental Notice” to all the record owners of property situated within 300 feet of property associated with the annexation.

The following details are the types of applications, and the notification to landowners as required, submitted by an applicant, that must be heard by the Little Rock Board of Adjustments (BOA):

1. Notification Process for all Board of Adjustments and City Beautiful Applications:

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 of properties within 200 feet of the subject property and be accomplished at least ten (10) days prior to the meeting date.

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.

The following details are the types of applications, and the notification to landowners as required, submitted by an applicant, that must be heard by the Little Rock Historic District Commission (HDC):

1. Notification Process for Filing a Certificate of Appropriateness (COA) Application:

Before the Historic District Commission considers a request for the issuance of a Certificate of Appropriateness of any property, the petitioner for such action shall first give not less than ten (10) days written notice of the time, place and the 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.

The required affidavit and supporting exhibits (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 than six (6) calendar days prior to the meeting date.

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 ten (10) days prior to the meeting. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from this office.

2. Notification Process for the consideration of a Local Ordinance Historic District:

Before the Historic District Commission considers a request to establish a Local Ordinance Historic District, notice of the hearing is published in a newspaper of general circulation once a week for three (3) weeks, with the first publication to be at least twenty (20) days prior to the public hearing.

Staff provides a “*Supplemental Notice*” for all property owners within the boundaries of the proposed local ordinance historic district at least ten (10) days prior to the public hearing.

3. Notification Process for the consideration of a National Register Nominations:

Staff provides a “*Supplemental Notice*” for the property owner of the subject property at least ten (10) days prior to the public hearing.

Note: public letter notifications are not required for River Market as the meeting is not a public hearing, but a design review committee meeting.