

## INSTRUCTIONS FOR MAKING APPLICATION FOR REZONING

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 the application **six (6)** copies of a survey prepared by a professional surveyor. The survey must be dated no more than five (5) years prior to the date of submittal of the application.
3. 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.
4. 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.
5. Prior to acceptance of the petition, the owner is required to sign a statement dealing with the dedication of required rights-of-way on abutting streets. The applicant will be provided a form for this purpose which shall be completed by the owner indicating his position on dedication. The owner will be required at his/her expense to provide the proper instrument for such dedication. The instrument, in blank form for use as a guide, may be obtained from the Planning staff.
6. 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 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 of 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.
7. 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.
8. 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.
9. The applicant should be present at the meeting in order to answer questions the Commission members or interested parties may have.

### PLEASE NOTE:

- 1) SUBMISSION OF AN INCOMPLETE APPLICATION OR NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING AND MAY REQUIRE THE PAYMENT OF AN ADDITIONAL FILING FEE AND/OR RENOTIFICATION OF PROPERTY OWNERS.
- 2) STAFF ADVICE AS TO THE ZONING DISTRICT OR TYPE OF APPLICATION TO BE UTILIZED DOES NOT CONSTITUTE A RECOMMENDATION OF APPROVAL OF THE APPLICATION. STAFF RECOMMENDATIONS ARE BASED ON FIELD INSPECTIONS, PLANS FOR THE AREA, REPORTS OF OTHER DEPARTMENTS AND OTHER INFORMATION.
- 3) AFTER EACH DOCKET CLOSING, STAFF WILL REVIEW THE RECLASSIFICATION REQUESTS TO SEE IF THE PROPOSAL CONFORMS TO THE ADOPTED LAND USE PLAN. IF THE PROPOSED RECLASSIFICATION IS IN CONFLICT WITH THE PLAN, A PLAN AMENDMENT WILL BE REQUIRED. IF A LAND USE PLAN AMENDMENT IS REQUIRED, THE APPLICATION MUST BE FILED BY THE FRIDAY OF THE FILING WEEK, OR THE APPLICATION FOR RECLASSIFICATION WILL NOT BE PLACED ON THE PLANNING COMMISSION AGENDA.

### APPLICATION FOR REZONING

ZONING CASE FILE NO. Z-\_\_\_\_\_

PLANNING COMMISSION MEETING DOCKETED FOR \_\_\_\_\_

AT \_\_\_\_\_ P.M.

Application is hereby made to the Little Rock Board of Directors, through the 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, petitioning to rezone the following described area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title to this property is vested in: \_\_\_\_\_

**If an individual other than the title-holder files this application, attachment of a letter is required authorizing this person to act on behalf of the title-holder.**

The subject property is / is not currently covered by a Bill of Assurance.

County Recorder Instrument No. \_\_\_\_\_

It is desired that the boundaries shown on the District Map be amended and that this area be reclassified from the present \_\_\_\_\_ District to \_\_\_\_\_ District.

Present use of property \_\_\_\_\_

Proposed use of property \_\_\_\_\_

It is understood that notice of the public hearing hereon must be sent to owners of properties which lie within 200 feet of the subject property in accordance with the requirements set forth in the instructions given with this application. It is further understood that the cost of such notice is borne by the applicant.

I, \_\_\_\_\_, acting as owner/agent for this application, certify that the subject property does / does not contain uses / structures that are certifiable as nonconforming within the definition section of the City of Little Rock Zoning Ordinance. Nonconforming land use status has been explained to me and I understand that false statements by me may be cause for revocation of the rezoning ordinance.

APPLICANT/OWNER: \_\_\_\_\_

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

FILING FEE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PLANNING COMMISSION ACTION:

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

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

BOARD OF DIRECTORS' ACTION:

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

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

\_\_\_\_\_  
DOCUMENTING OFFICIAL SIGNATURE

**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION  
ON AN APPLICATION TO REZONE PROPERTY**

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

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

OWNED BY: \_\_\_\_\_  
\_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application has been filed for rezoning of the above property requesting a change of zone classification from: \_\_\_\_\_

District which permits use of the property as: \_\_\_\_\_  
\_\_\_\_\_

to: \_\_\_\_\_

District which permits use of the property as: \_\_\_\_\_  
\_\_\_\_\_

If approved, the rezoning will occur only upon the property described above. It will not change the zoning or permitted uses on neighboring properties.

The purpose of this request is to: (1) build; (2) develop; (3) sell after rezoning.

EXPLANATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A public hearing on said application will be held by the Little Rock Planning Commission in the Board of Directors Chamber, 2nd Floor, City Hall, 500 W. Markham, Little Rock, Arkansas, 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 Caran Curry, Title VI Coordinator, 500 West Markham Street, Little Rock, AR 72201, 501-371-4583, or the following e-mail address: [ccurry@littlerock.gov](mailto:ccurry@littlerock.gov).

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, 501-371-4583, o en la siguiente dirección de correo electrónico: [ccurry@littlerock.gov](mailto:ccurry@littlerock.gov).

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**AFFIDAVIT**

I hereby certify that I \_\_\_\_\_ ,

Print or type name

acting as agent/owner, 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.

\_\_\_\_\_  
(Name)

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

**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 zoning.

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.)

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