

INSTRUCTIONS FOR MAKING  
APPLICATION FOR LANDSCAPING VARIANCE  
TO THE LITTLE ROCK  
CITY BEAUTIFUL COMMISSION

1. The applicant (owner or authorized agent) shall appear at the Office of the Plans Development Administrator, Department of Planning and Development, 723 West Markham, Little Rock, AR and complete the required application forms.
2. The applicant shall submit as part of the application, three (3) copies of a recent survey, certified by a registered land surveyor, showing all existing and proposed improvements with all dimensions pertaining thereto. (The proposed improvement may be illustrated on a separate drawing.)
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. After properly filing the application, the applicant shall give notice as required by the By-Laws of the City Beautiful Commission. The cost of these notices shall be borne by the applicant. (NOTE: This notice is not a petition of approval or disapproval.)

“Before the City Beautiful Commission shall consider a request for landscaping variance of any property, the petitioner for such variance shall first give not less than ten (10) 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 registered mail to the last known address of such record owner(s) and the petitioner shall execute and file with the Plans Development Administrator, Department of Planning and Development, showing compliance herewith attaching as exhibits to said Affidavit official evidence that said notices have been so mailed.”

5. The Affidavit required and supporting exhibits (return receipts, and copy of notice) shall be filed with the Plans Development Administrator no later than six (6) calendar days prior to the meeting date.
6. 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) 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.
7. The applicant or agent shall be present at the meeting in order to answer any questions the Commission members of interested parties may have.

PLEASE NOTE: NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING, AND MAY REQUIRE THE RENOTIFICATION OF PROPERTY OWNERS.

NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK CITY BEAUTIFUL COMMISSION  
ON AN APPLICATION FOR LANDSCAPE VARIANCE

TO ALL OWNERS OF LAND lying within 200 feet of the boundary of property at:

ADDRESS: \_\_\_\_\_  
GENERAL LOCATION: \_\_\_\_\_  
OWNED BY: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for landscape variance(s) on the above property has been filed with the Plans Development Administrator, Department of Planning and Development, 723 West Markham, requesting variance(s) from:

- (1) The \_\_\_\_\_ provisions of Section \_\_\_\_\_ of the Little Rock Code of Ordinances to permit: \_\_\_\_\_
- (2) The \_\_\_\_\_ provisions of Section \_\_\_\_\_ of the Little Rock Code of Ordinances to permit: \_\_\_\_\_
- (3) The \_\_\_\_\_ provisions of Section \_\_\_\_\_ of the Little Rock Code of Ordinances to permit: \_\_\_\_\_

A public hearing on said application will be held by the Little Rock City Beautiful Commission on \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ a.m. The meeting will be held at Curran Hall, located at 615 East Capitol Avenue.

All parties in interest may appear and be heard at said time and place or may notify the City Beautiful Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Plans Development Administrator, 723 West Markham, 371-4864, to review the application and discuss same with the 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).

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 landscaping variance(s), and that a public hearing will be held by the Little Rock City Beautiful Commission at the time and place described above.

Applicant (owner or authorized agent): \_\_\_\_\_  
SIGNATURE  
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:  
\_\_\_\_\_