



City of Little Rock

Department of Planning and Development

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 399-3435
www.littlerock.gov



INSTRUCTIONS FOR MAKING APPLICATION FOR A LAND USE AMENDMENT

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.
2. The applicant shall submit as part of the application one hardcopy or one scalable PDF of a plan including the following information:
 1. Area plan to scale
 2. Property Boundaries
 3. Proposed Land Use designations
 4. Legal Description
 5. Scale
 6. North arrow
 7. Vicinity map
 8. Adjacent Street Names shown
 9. Street Address of Property
3. A filing fee as prescribed by ordinance shall be paid to a City Collector's Office immediately after receipt and acceptance of the application.
4. Land Use issues are heard by the Planning Commission on a six-week rotation basis. See Planning Commission Calendar for the current year for exact dates.
5. If application is being made by an agent of the owner(s), an additional separate form "Authorization of Representation Affidavit" will be required for each owner.
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 fifteen (15) 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.
7. The applicant should be present at the meeting in order to answer questions the Commission members or interested parties may have.

Please Note:

- a) 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.
- b) Staff advice as to the land use classification to be utilized does not constitute a recommendation of approval of the application. Staff recommendations are based on field inspections, plans for the areas, reports from other departments and other information.



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APPLICATION FOR A LAND USE AMENDMENT

Application is hereby made to the Little Rock Board of Directors, through the Planning Commission, pursuant to the provisions of Act 186 of 1957, as amended, petitioning to change the Land Use classification of the following described area:

Legal Description:

Street Address: _____

Title to this property is vested in: _____

Property owner (print)

If an individual other than the title owner(s) files this application, attachment of form "Authorization of Representation Affidavit" is required for each owner.

It is desired that the boundaries shown on the Land Use Map be amended and that this area be reclassified from the present _____ classification to _____ classification.

Present use of property: _____

Proposed use of property: _____

(to verify requested classification is appropriate)

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 # LU _____

FILING FEE: \$ _____

PLANNING COMMISSION ACTION:

BOARD OF DIRECTORS ACTION:

APPROVED: _____ DENIED: _____

APPROVED: _____ DENIED: _____

DATE: _____

DATE: _____

ORDINANCE #: _____

DOCUMENTING OFFICIAL SIGNATURE: _____ DATE: _____



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AUTHORIZATION OF REPRESENTATION AFFIDAVIT

I, _____ do hereby authorize
Property owner (print)

_____ to represent me and my interests in an
(print Agent's name and business)

Application for _____ on the following property described below.
(type of application(s))

I have reviewed the proposed application and I have indicated so by initialing a copy of the submittals that are attached.

Property described as:

Street Address: _____

Title Holder's Signature

Date

Agent's Signature

Date

Subscribed and sworn to me, a Notary Public on this _____ day of _____, _____.

Notary Public

My Commission Expires: _____