

**INSTRUCTIONS FOR MAKING APPLICATION
FOR A LAKE MAUMELLE WATERSHED
ZONING CODE VARIANCE**

1. The owner or agent, authorized in writing by the owner, is required to file an application in the Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204; 501-340-8260. The following documents are to be submitted at the time of filing:
 - (a) Fifteen (15) copies of a site plan per (Section 4.6 of the Lake Maumelle Watershed Zoning Code, or Section 6.3 of the Pulaski County Subdivision and Development Code) mand survey, , prepared by a professional surveyor or professional engineer, which shows all existing and proposed improvements properly dimensioned and labeled. The survey must be legally current prior to the date of submittal of the application.
 - (b) A cover letter detaining the applicant's proposal and providing his justification and reasons for requesting a variance from the requirements of the Zoning Ordinance. Said letter shall be in sufficient detail so that the Board of Zoning Adjustment can determine whether a variance is necessary or warranted. Possible justifications for seeking a variance might include excessive slopes, internal structural configurations, major natural features to be preserved or unusual lot configurations. Usually, economic reasons are not sufficient justification for waiving zoning requirements.
2. Payment of a filing fee is required (see the Lake Maumelle Watershed Zoning Code Section 4.1 for specifics).
3. 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.)

If a variance from the standards of the Lake Maumelle Watershed Zoning Code is requested, the petitioner for the variance shall first give not less than six (6) days written notice of the time, place, and date of public hearing thereon to all abutting record owners of property (see the Lake Maumelle Watershed Zoning Code Section 4.2 for specifics).
4. Applicants or their agents are required to attend the Public Hearing. The Board of Zoning Adjustment meeting is convened after the regularly scheduled Pulaski County Planning Board Meeting is concluded.
5. All items for filing must be submitted no later than the published docket closing date. Incomplete or inadequate filings will not be placed on the agenda.

6. Staff advice on how to prepare an application does not constitute a recommendation of approval of an application. Staff recommendations are based on field inspections, plans for the area, reports from other departments, and other information.
7. Noncompliance with the above may cause the application to be deferred or withheld from further consideration. It is the applicant's responsibility to comply with the relevant regulations and instructions.
8. Please do not hesitate to contact the staff if you have questions about the process.

APPLICATION FOR ZONING VARIANCE

ZONING CASE FILE NO. BZA-_____

BOARD OF ADJUSTMENT MEETING DATE DOCKET FOR: _____, 20____ AT _____ PM.

Application is hereby made to Pulaski County Board of Zoning Adjustment pursuant to Chapter 4 of the Lake Maumelle Watershed Zoning Code, as amended, requesting a zoning variance(s) on the following described property:

ADDRESS: _____

(General Location): _____

LEGAL DESCRIPTION: _____

Title to this property is vested in: _____

Subject property is currently zoned: _____ and variances as follows are requested:

(1) The _____ provisions of Section _____ of the Lake Maumelle Watershed Zoning Code to permit: _____

(2) The _____ provisions of Section _____ of the Lake Maumelle Watershed Zoning Code to permit: _____

(3) The _____ provisions of Section _____ of the Lake

Maumelle Watershed Zoning Code to permit: _____

Present Use of Property: _____

Proposed Use of Property: _____

(There are) (there are no) private restrictions pertaining to the proposed use/development of this property.

The applicant feels that strict enforcement of these provisions would be a hardship and is requesting variance(s) in this case for the following reason(s):

It is hereby agreed that the required filing fee will be paid immediately after filing and acceptance of this application, and that the notice to property owners as well as the posting of the sign furnished, will be accomplished as required.

Applicant (owner or authorized agent): _____

(Address) (Telephone-Bus. and Home)

BOARD OF ZONING ADJUSTMENT Approved: _____, 20_____
Denied: _____, 20_____

Conditions of approval: _____

Signature of Board Secretary or Authorized Agent _____

FILING FEE: \$ _____

**NOTICE OF PUBLIC HEARING BEFORE
THE PULASKI COUNTY BOARD OF ZONING ADJUSTMENT
ON AN APPLICATION FOR A ZONING VARIANCE**

To ALL owners of land abutting the boundary of property at:

Address: _____

General Location: _____

Owned by: _____

Zoning: _____

Proposed Use and Variance(s) Requested:

NOTICE IS HEREBY GIVEN THAT an application for a zoning variance (s) on the above property has been filed with the Pulaski County Planning and Development Department. A public hearing on said application will be held by the Pulaski County Board of Zoning Adjustment in the Jeffrey Hawkins Conference Room, 501 West Markham Street, Little Rock, Arkansas, on _____, after the conclusion of the regularly scheduled Pulaski County Planning Board meeting that begins at 3 P.M.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place, or may notify the Pulaski County Board of Zoning Adjustment of their views on this matter by letter. All persons interested in this request are invited to call or visit the Pulaski County Department of Planning and Development, 3200 Brown Street, 501-340-8260 to review the application and discuss same with the Planning staff.

(SIGNATURE PAGE)

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

AFFIDAVIT

I hereby certify that I have notified all the property owners abutting the above property (including properties across the street/road Right-of-Way that the subject property is being considered for a Zoning Variance(s) and that a Public Hearing will be held by the Pulaski County Board of Zoning Adjustment at the time and place described above.

Applicant (owner or authorized agent): _____
(Name)

(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