

PLANNING BOARD INSTRUCTIONS FOR MAKING AN APPLICATION FOR REZONING

1. The applicant (owner or authorized agent) shall appear at the Pulaski County Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204; (501) 340-8260, and complete the required application forms.
2. The applicant(s) shall submit as part of the application fifteen (15) copies of a survey to scale, prepared by a professional surveyor (or PAgis parcel data if there are no setback or property line issues that would warrant a survey, see Section 4.2 B5. of the Lake Maumelle Watershed Zoning Code). Any plans/drawings larger than 8.5"x14" must be folded accordion style in quarter folds. The survey must be legally current at the date of submittal of the application.
3. A filing fee, as prescribed by ordinance, shall be paid at the Planning and Development Department immediately after receipt and acceptance of the application.
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. After properly filing the application and paying the fee, the applicant shall give notice as required below and per section 4.2 B and C of the Lake Maumelle Watershed Zoning Code. The cost of these notices shall be borne by the applicant. (Note: This notice is not a petition for approval or disapproval.)
6. Before the Planning Board shall consider a request for a rezoning on any property, the petitioner for such action shall first give not less than six (6) days written notice of the time, place, and date of public hearing thereon to all the record owners of property abutting (including those directly across streets and alleys) the boundary of the property which is subject of the application. Said notice shall be sent by certified or registered mail to the last known address of such record owner(s). The notification may also be presented in person. 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 delivered.
7. 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 four (4) calendar days prior to the meeting date.
8. The applicant shall post, at the time of filing, the sign furnished by the Planning Department at the front of the property, so that it can be seen from the street. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from

this office.

9. The applicant shall be present at the Public Hearing in order to answer any questions the board 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.

APPLICATION FOR REZONING

CASE FILE NO. PZ-_____

PLANNING BOARD MEETING DOCKETED FOR

AT _____ P.M.

Application is hereby made to the Pulaski County Planning Board pursuant to the provisions of The Lake Maumelle Watershed Zoning Code, petitioning to rezone the following described area:

Address: _____

Email: _____

General Location: _____

Legal Description: _____

Title to this property is vested in: _____
(Name)

(Address)

(Telephone)

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.

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 abutting (including those across streets and alleyways) 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 Lake Maumelle Watershed 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 BOARD ACTION:

FORWARDED TO QUORUM COURT:

RECOMMENDATION, APPROVED: _____ DENIED: _____

DATE: _____

QUORUM COURT ACTION: APPROVED: _____ DENIED: _____

DATE: _____

ORDINANCE: _____

DOCUMENTING OFFICIAL SIGNATURE

**NOTICE OF PUBLIC HEARING BEFORE
THE PULASKI COUNTY PLANNING BOARD
ON AN APPLICATION TO REZONE PROPERTY**

To all owners of lands lying abutting the property at:

Address: _____

General Location: _____

Owned By: _____

Notice is hereby given that an application to rezone the above property has been filed with the Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204, to request 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 the application will be held in the Jeffery Hawkins Conference Room, Pulaski County Regional Building, 501 W. Markham (or other designated location), Little Rock, AR 72201.

on: _____, at _____ P.M.

All interested parties may appear and be heard at said time and place, or may notify the

reviewing body of their views by letter. Information about the application may be requested by contacting the Pulaski County Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204, (501) 340-8260.

AFFIDAVIT

I hereby certify that I have notified all the property owners of record abutting (included those across streets and alleys) the above described property that a request for rezoning is being considered and the notice information provided is to the best of my knowledge true and factual.

Applicant : _____
(Name)

(Date)

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:

**Pulaski County Lake Maumelle Watershed
Rezoning Checklist
PLANNING AND DEVELOPMENT
3200 BROWN STREET
LITTLE ROCK, AR 72204
501-340-8260**

DATE:

DEVELOPMENT:

LOCATION:

ENGINEER/SURVEYOR:

The application for rezoning shall indicate the following information (See the Lake Maumelle Watershed Zoning Code):

- 2) ___ 2.1 EXISTING ZONING DISTRICT _____
- 2) ___ 2.1 PROPOSED ZONING DISTRICT _____
- 8) ___ 3.8 A-D STREAM CORRIDORS
- 9) ___ 3.9 MASTER ROAD PLAN COMPLIANCE
- 10) ___ 4.2 C.1-3 NEIGHBORHOOD NOTICE
- 11) ___ 4.4 B.5.a LETTER OF REQUEST
- 12) ___ 4.4 B.5.b APPLICATION FEE
- 13) ___ 4.4 B.5.c NAME AND ADDRESS OF OWNER OF RECORD
- 14) ___ 4.4 B.5.d SOURCE OF TITLE
- 15) ___ 4.4 B.5.e NAME AND ADDRESS OF DEVELOPER
- 16) ___ 4.4 B.5.f SURVEY WITH DATE OF SURVEY, NORTH POINT,
 GRAPHIC SCALE, DEED, OR PAGIS PARCEL MAP
- 17) ___ 4.4 B.5.g LOCATION OF TRACT BY LEGAL DESCRIPTION GIVING
 ACREAGE

- 18) _____ 4.4 B.5.h VICINITY MAP
- 19) _____ 4.4 B.5.i BOUNDARY LINES OF TRACT WITH EXACT DIMENSIONS
- 20) _____ 4.4 B.3.j SITE PLAN (OPTIONAL)
- 23) _____ 4.4 B.3.k ANY OTHER INFORMATION REQUIRED BY THE DEPT OF PLANNING AND DEVELOPMENT

Staff Comments:

Additional Staff Comments:

Staff Recommendation: