

INSTRUCTIONS FOR FILING A PLANNED ZONING APPLICATION FOR A SHORT-TERM RENTAL - 2

1. The applicant (owner or authorized agent) shall appear at the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; 371-4790, and complete the required rezoning application for the establishment of PD-C classification.
2. The applicant shall submit as part of the application:
 - (A) two (2) 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.
 - (B) two (2) copies of a site plan, **folded to legal size**.
3. Supplemental material required shall be as follows:
 - a cover letter describing the short-term rental-2 use.
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. 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.
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 P.Z.D. request on any property, the petitioner for such action shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all 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. (A return receipt is not required.)
7. The Affidavit required and supporting exhibits (green and white mail 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) 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.
9. The applicant should be present at the meetings scheduled in order to answer any questions the Commission members or interested parties may have. Usually, two (2) meetings are involved. They are the Planning Commission Public Hearing, and the City Board Meeting.

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) 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
PLANNED ZONING (PD-C) FOR A SHORT-TERM RENTAL – 2**

CASE FILE NO. Z-_____

PLANNING COMMISSION MEETING DOCKETED FOR _____
at _____ p.m.

Application is hereby made to the Board of Directors of Little Rock, Arkansas through the Planning Commission pursuant to Arkansas law on City planning, Act 186 of 1957, Acts of Arkansas, and Section 36 of the Little Rock Code of Ordinances as amended, petitioning for classification of the following described area as a Short Form Planned Zoning Development.

Legal Description: _____

Address: _____

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.

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

Present Use of Property: _____

Desired Use of Property: _____

It is understood that notice of the public hearing hereon before the Little Rock Planning Commission will be published at least fifteen (15) days prior to said hearing in a daily newspaper as required by Act 186 of the 1957 Acts of Arkansas and Section 23 of said Ordinance, and that notice of preliminary hearing before the Commission must be circulated by the applicant to all other parties in interest, including owners of land within 200 feet of the boundary of the area under consideration as required by the rules of the Commission, and that the cost of these notices shall be borne by the applicant.

(OWNER) _____ MAIL ADDRESS: _____

or (AGENT) _____ HOME PHONE: _____

BUSINESS PHONE: _____

FILING FEE:

\$ _____

Collectors
paid stamp
here

P.C. APPROVED: _____

P.C. DENIED: _____

BD. OF DIR. APPROVED: _____

ORDINANCE NO. _____

Signature of Secretary of Commission or
Authorized Agent

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:
