



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 a (24" X 36") hardcopy or a PDF (or other approved format) 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 no later than the published docket closing date. Applicant shall post sign(s) per placement dictated by staff at least 15 days prior to the public hearing.
4. If application is being made by an agent of the owner(s), an additional separate form "Authorization of Representation Statement" will be required for each owner.

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.
- 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.

NOTE: Please check with the Planning Staff for the appropriate fee and filing date for the Planning Commission Public Hearing.



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: _____
(to verify requested classification is appropriate)

Proposed use of property: _____

Applicant/Agent Name: _____

Applicant/Agent Address: _____

Applicant/Agent City: _____ State: _____ Zip: _____

Owner /Agent Daytime Phone: _____ Email: _____

DO NOT FILL IN - FOR STAFF USE ONLY

Planning Commission Docketed for _____ at _____ pm.

File Number LU _____

Planning Commission Action:

Board of Directors Action:

Approved: _____ Denied: _____

Approved: _____ Denied: _____

Date: _____

Date: _____



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: _____