



DEPARTMENT OF  
**PLANNING &  
DEVELOPMENT**

## City of Little Rock

**Department of Planning and Development**  
723 West Markham Street  
Little Rock, Arkansas 72201-1334  
Phone: (501) 371-4790 Fax: (501) 371-4546  
www.littlerock.gov



### INSTRUCTIONS FOR FILING FOR A CERTIFICATE OF APPROPRIATENESS (COA)

Certain changes to a property in the MacArthur Park Local Ordinance Historic District require approval of the Historic District Commission ("Commission") pursuant to state statute, local ordinance, and City policies and procedures.

1. The applicant (owner or authorized agent) shall provide a complete application to the Office of the Department of Planning and Development, 723 W. Markham Street, Little Rock, Arkansas 72201-1334, consisting of the required submittals below. An application must be complete at the time of filing. Any additional documents requested by Staff for clarification and review must be submitted to Staff no later than three (3) weeks before the meeting date.
2.
  - A. Cover Letter;
  - B. COA Application;
  - C. Photographs;
  - D. List of Materials;
  - E. Proof of Ownership; and
  - F. Other Required Submittals: *e.g.*, survey, site plan, scaled elevations, reports.
  - G. Requirements for Demolitions
3. **Filing Fee:** Payment of a filing fee is required no later than the published docket closing date. Said fee is established by the City's Fee ordinance (LRC § 23-3). The filing fee is \$100.00. A filing fee is not required for applications that can be administratively reviewed and that do not require a public hearing, as determined by Staff.
4. **Submittals:**
  - A. Cover Letter  
The cover letter must set forth the project rationale, the intent of use, and information to thoroughly inform the Commission and Staff on the issue.
  - B. COA Application  
The application can be found on Page 5 of this packet.
  - C. Photos  
Current color photographs (all elevations) of property showing its present condition. Include color photographs of adjacent structures. High resolution digital images in JPEG format preferred.
  - D. List of Materials  
A complete list of proposed materials shall be submitted. Samples of materials, brochures, pamphlets, website links, or other literature shall be submitted at the time of filing for proposed substitute or replacement materials.
  - E. Proof of Ownership or Residency  
The applicant or authorized representative must provide proof of ownership of the project property or complete the Certificate of Appropriateness Authorization of Representation Affidavit. Proof of ownership or residency must be demonstrated by one of the following:
    - (1) Owners must provide proof of ownership or authorization to pursue a COA. Valid forms proving ownership are: a current property tax bill, escrow letter, grant deed, deed of trust, mortgage statement, or tax assessment card showing ownership. Telephone bills, utility bills, or driver's licenses as proof of ownership are not acceptable.

- (2) Renters must provide the current lease or rental agreement AND a notarized statement from the property manager or property owner.

F. For New Construction, Additions, or Modifications to Existing Structures, or for Moving a Building into the District

- (1) The owner or authorized representative of any infill project is required to file for Pre-Application Review. Infill is the addition of a principal structure to a vacant lot. Preapplication Review meetings are strongly recommended for all other projects.
- (2) The owner or authorized representative shall submit one (1) set of scaled drawings, either hard copy or digital (PDF or another approved format). Digital submittals are preferred. Illegible or incomplete drawings will not be accepted.
- (3) Scaled drawings shall include: site plan or survey showing all current and proposed improvements including all driveways, parking areas, sidewalks, fences, property lines, and outbuildings, floor plan for understanding development, and scaled elevations showing proposed appearance and the proposed building's relationship to adjacent and nearby buildings.
- (4) All building materials described in the MacArthur Park Historic District Guidelines for Rehabilitation and New Construction, should be noted on the drawings, including but not limited to: doors, windows, awnings, steps, railings, walls, roofs, gutters, chimneys, foundations, decks, lighting, fences, parking areas, HVAC equipment, solar panels, and signage.
- (5) A description of materials for all exterior surfaces listed above shall be provided to Staff at the time of filing the COA application. Website addresses which link to such a description are appropriate but cut sheets of individual materials are preferred.

G. For Demolitions Only

Submittals shall include the following where relevant to the application, but are not limited to the following:

- (1) Copies of engineering reports to show soundness of structure;
- (2) Copies of termite inspection to show infestation levels;
- (3) Other engineering or professional reports to show cause for demolition; and
- (4) Reports to demonstrate financial hardship.

5. **Public Notice Requirements:** If Staff determines the application requires a public hearing, after properly filing the COA 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.)

A. Certified Mail and Public Notice Letter

Before the Commission will consider a COA application, the applicant shall provide written notice of the time, place, and date of public hearing to all record owners of property situated within 200 feet thereof as certified by a licensed abstractor not less than ten (10) days prior to the docketed hearing. The "Notice of Public Hearing" form on Page 6 of this packet may be used for this purpose. Said notice shall be sent by certified or registered mail to the last known address of such record owner(s).

B. Return Receipt

Send the required notice by certified mail return receipt requested. The address on the back of the USPS Form 3811 Domestic Return Receipt shall be: HDC File Number, Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334. Once an application has been filed, Staff will assign a file number to the application.

C. Affidavit

The applicant shall execute and file with Staff an affidavit showing compliance to these notice requirements by signing it and attaching official evidence that the notices have been mailed to the Affidavit as exhibits. The Affidavit at the bottom of the "Notice of Public Hearing" form is the affidavit of compliance and must be signed before returning it to Staff. Do not cut or detach the affidavit on the bottom of that page from the notice form.

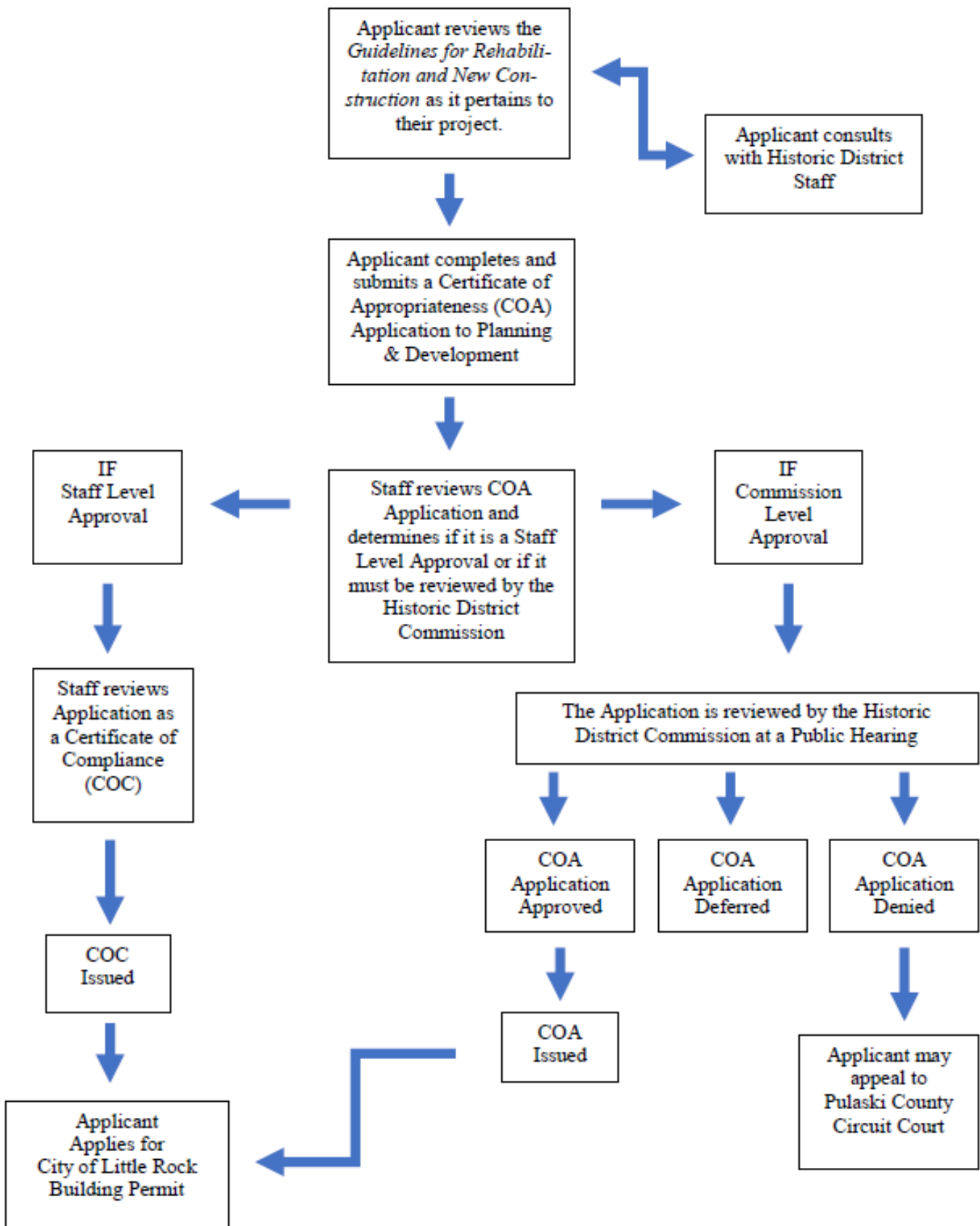
D. Property Sign

The applicant shall post the sign(s) at the front of the property so that it can be seen from the street, at least ten (10) days before the meeting. Signs are furnished by the Planning & Development Department at the time of filing of the application. If the subject property is located on a corner or fronts two (2) streets, one (1) sign must be posted on each side to be viewed from both streets. If, for any reason, the sign is destroyed, torn down, or rendered illegible, a replacement must be obtained immediately from this office.

E. Six (6) calendar days prior to the meeting, the applicant must submit the following to Staff:

- (1) Green and white certified mail receipts (USPS Form 3800 proof of mailing), stamped by the Post Office;
  - (2) Certified abstract list of property owners of record; and
  - (3) A copy of the completed Notice of Public Hearing form with a signed affidavit.
8. The applicant or authorized agent is required to be present at the scheduled public hearing in order to answer questions the Commission or interested parties may have. If the applicant or authorized agent brings handouts to the Commission meeting, bring no less than nine (9) sets: one (1) for each commissioner, one (1) for Staff, and one (1) for the City Attorney representative.
9. **SUBMISSION OF AN INCOMPLETE APPLICATION OR NONCOMPLIANCE WITH ANY OF THE ABOVE REQUIREMENTS MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED BY THE COMMISSION AND MAY REQUIRE THE PAYMENT OF AN ADDITIONAL FILING FEE AND/OR RE-NOTIFICATION OF PROPERTY OWNERS.**

## CERTIFICATE OF APPROPRIATENESS FLOW CHART





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**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Address of Property: \_\_\_\_\_

Legal Description of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner/Agent (Printed Name): \_\_\_\_\_

Owner /Agent Street, City, State, & Zip: \_\_\_\_\_

Owner /Agent Phone Number: \_\_\_\_\_

Owner /Agent Email: \_\_\_\_\_

Name of Applicant as it will appear on all correspondence and in Staff report:  
\_\_\_\_\_

Brief Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Improvements: \_\_\_\_\_

Zoning Classification: Is the proposed change a permitted use?  Yes  No

Signature of Owner or Agent: \_\_\_\_\_

**NOTE:** Should there be changes during construction (design, materials, size, etc.) from the approved COA, the applicant shall notify Historic District Commission Staff immediately to allow Staff to review the changes. Approval by the Commission does not excuse the applicant or property from complying with other applicable codes, ordinances, or policies of the City. Responsibility for identifying such codes, ordinances, or policies rests with the owner or authorized agent.

**DO NOT FILL IN - FOR STAFF USE ONLY**

Application Date: \_\_\_\_\_ HDC File # \_\_\_\_\_

HISTORIC DISTRICT COMMISSION DOCKETED \_\_\_\_\_ at 4:00 p.m.

LITTLE ROCK HISTORIC DISTRICT COMMISSION ACTION:

\_\_ DENIED \_\_ WITHDRAWN \_\_ APPROVED \_\_ APPROVED WITH CONDITIONS \_\_ SEE ATTACHED CONDITIONS

DOCUMENTING OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF EXPIRATION (according to Ordinance No. 22,338): \_\_\_\_\_

**NOTICE OF PUBLIC HEARING BEFORE THE  
LITTLE ROCK HISTORIC DISTRICT COMMISSION  
ON AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

To all owners of land lying within 200 feet of the boundary of property at:

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

OWNED BY: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the above described property has been filed with the City of Little Rock's Department of Planning and Development requesting the following changes:

\_\_\_\_\_

\_\_\_\_\_

A **Public Hearing** on said application will be held by the **Historic District Commission** at \_\_\_\_\_ (location address) on (date) \_\_\_\_\_ at \_\_\_\_\_ (time).

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place or may notify the Little Rock Historic District Commission of their views on this matter by letter. All persons interested in this application are invited to call or visit the Department of Planning and Development to review the application with Commission Staff.

*The City of Little Rock complies with all civil rights provisions of federal laws and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. The City of Little Rock does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, income status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, in admission or access to and treatment in the City's programs and activities, as well as the city's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City's nondiscrimination policies may be directed to: Title VI Coordinator, 500 West Markham Street, Little Rock, AR 72201, 501- 371-4475.*

*This notice is available from the Title VI Coordinator in large print or recording. Free language assistance for those with Limited English Proficiency is available upon request.*

*La ciudad de Little Rock cumple con todas las disposiciones de derechos civiles de los estatutos federales y autoridades relacionadas que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal. La ciudad de Little Rock no discrimina por motivos de raza, color, credo, religión, sexo, origen nacional, edad, discapacidad, estado de ingresos, estado civil, orientación sexual, identidad de género, información genética, las opiniones políticas o afiliación, en la admisión o acceso y tratamiento en los programas y actividades de la ciudad, así como de contratación de empleados de la ciudad. Las quejas de supuesta discriminación y consultas sobre la política antidiscriminatoria de la ciudad pueden ser dirigidas a Coordinador del Título VI, 500 West Markham Street, Little Rock, AR 72201, 501-371-4475.*

**AFFIDAVIT**

I hereby certify that I have notified all the property owners as reflected on the abstract company's list and all those that are not reflected on that list that I have knowledge of within 200 feet of the above-described property that a Certificate of Appropriateness application has been filed regarding the subject property and that a Public Hearing has been scheduled to be held before the Little Rock Historic District Commission at the time and place described on the notice.

\_\_\_\_\_  
Applicant (Owner or Authorized Agent):

\_\_\_\_\_  
Date



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**CERTIFICATE OF APPROPRIATENESS AUTHORIZATION OF REPRESENTATION AFFIDAVIT**

I, \_\_\_\_\_ do hereby authorize

*Property Owner (print)*

\_\_\_\_\_ to represent me and my interests in an

*Agent/Representative's name and business (print)*

Application for a Certificate of Appropriateness for the property described below. I have reviewed the application and I have indicated that I have done this by initialing a copy of the submittals which are attached.

Street Address: \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Representative's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_