



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 Pre-application Review**

1. The applicant (owner or authorized agent) shall provide a complete **Application for Pre-application Review** (page 4) 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, before submitting a Certificate of Appropriateness application proposing new construction of principal buildings. Pre-Application Reviews are considered by the Design Review Committee (DRC), a committee of the Historic District Commission. Pre-Application reviews are mandatory for proposals for new construction of principal buildings and is strongly recommended for all other major projects, including new additions, demolitions, and major alterations.
  
2. **Submittals:**
  - A. Cover Letter
  - B. Application for Pre-Application Review
  - C. Photographs
  - D. List of Materials;
  - E. Proof of Ownership; and
  - F. Other Required Submittals: e.g., survey, site plan, scaled elevations, reports
  
3. **Submittals Description:**
  - 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.

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



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



#### **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.

**NOTE: Application must be complete at time of submittal in order for the Pre-Application meeting to be scheduled and to allow the committee members time to review.**

**IF THERE ARE QUESTIONS OR ADDITIONAL INFORMATION IS NEEDED,  
CALL DEPARTMENT STAFF AT 501-371-4790.**



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



## **Pre-Application Review Meeting Information**

### **Statement of purpose of Design Review Committee (DRC)**

Pre-application meetings are held before an applicant formally files an application to be heard by the Historic District Commission (HDC). This review by committee members in an informal environment is an effort to review conceptual and preliminary plans for a project and share concerns with the future applicant. The committee members will review the projects based on the eleven design factors as specified in the Design Guidelines. DRC meetings for infill projects (new principal buildings) are mandatory while all other projects are strongly recommended. Infill is when a principal structure is added to a vacant lot. The Guidelines definition of Infill is ‘New construction where there had been an opening before, such as a new building between two older structures.’ The Commission believes that this pre-application review will help reduce deferrals and therefore the time a project takes to get through the process.

### **General Procedures**

The role of the Design Review Committee is to explain and answer questions about the guidelines as they apply to the proposed project. Any indication by DRC members as to the appropriateness of a design is considered subject to change after the required public hearing before the full commission as the final decision of each commission member as to that projects appropriateness must be based upon review of a formal application and consideration of public input concerning that application.

### **Rules and procedures**

- The DRC cannot approve or deny any projects that will be reviewed in the regular hearings before the entire HDC.
- The meetings will be public meetings, not public hearings. Press and citizens are welcome to attend. Any public comments will be taken in the regularly scheduled HDC public hearings, not the DRC meeting.
- The DRC will submit DRC Comments Sheets to the Commission as part of the Certificate of Appropriateness application.
- No Pre-application meeting will be scheduled or heard on items that are currently on the regular agenda for the HDC.
- Application dates and DRC meeting dates are adopted by the Commission on a yearly basis. The calendar is posted online.
- Discussion time is limited to 30 minutes per application.
- Application must be complete at time of submittal in order for the DRC to review the item.



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



**Design Review Committee Comment Sheet**

The Design Review Committee (DRC) will review your project in the meeting based on eleven design factors to assess compatibility, according to Sec. 23-120 (d) of the Little Rock Municipal Code. Further information on the design factors can be obtained in the *MacArthur Park Historic District Design Guidelines* available online or at the Planning & Development office. Please familiarize yourself with the design factors when project planning and in preparation for the DRC meeting.

1. **Siting** means the location of a building in relationship to the legal boundaries and setbacks, adjacent properties, and the natural conditions of the site.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
2. **Height** means the vertical distance as measured through the central axis of the building from the elevation of the lowest finished floor to the highest point of the building.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
3. **Proportion** means the relationship of height to width of the building outline as well as individual components.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
4. **Rhythm** means a harmonious or orderly recurrence of compositional elements at regular intervals, including the location of doors and the placement of windows, symmetrically or asymmetrically and their relative proportion.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
5. **Scale** means the relative dimension, size, degree, or proportion of parts of a building to each other or group of buildings.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
6. **Massing** means volume, magnitude or overall size of a building.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
7. **Entrance Area** means the area of access to the interior of the building including the design, location, and materials of all porches, stairs, doors, transoms, and sidelights.  
Comments: \_\_\_\_\_  
\_\_\_\_\_
8. **Wall Areas** means the vertical architectural member used to define and divide space including the kind and texture and exposure of wall sidings and trims, and the location, number and design of all window and door openings.  
Comments: \_\_\_\_\_  
\_\_\_\_\_



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



9. **Roof Areas** means the outside covering of a building or structure extending above the vertical walls including the form, material, and texture of the roof, and including the slope and pitch, spacing of roof covering, size, design, number and location of dormers, the design and placement of cornices, and the size, design material and location of chimneys.

Comments: \_\_\_\_\_  
\_\_\_\_\_

10. **Façade** means the face of the building.

Comments: \_\_\_\_\_  
\_\_\_\_\_

11. **Detailing** means architectural aspects that, due to particular treatments, draw attention to certain parts of features of a building.

Comments: \_\_\_\_\_  
\_\_\_\_\_



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



**APPLICATION FOR A PRE-APPLICATION REVIEW**

by the Design Review Committee, a committee of the Historic District Commission

1. Application Submittal Date: \_\_\_\_\_
2. Date of requested DRC meeting (refer to HDC calendar): \_\_\_\_\_ at 3:00 p.m.
3. Address of Subject Property: \_\_\_\_\_
4. Property Owner (Printed Name, Address, Phone, Email): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Designer/Contactor (Printed Name, Address, Phone, Email): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Other Representative: (Printed Name, Address, Phone, Email): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Brief Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. List of documents submitted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_