



**Department of Planning and Development**

723 West Markham Street

Little Rock, Arkansas 72201-1334

**Planning**

**Development**

**Building Codes**

## **INSTRUCTIONS FOR FILING FOR A LAND USE PLAN AMENDMENT**

1. The applicant (owner or authorized agent) shall provide a complete application to the Department of Planning and Development, 723 W. Markham Street, Little Rock, Arkansas 72201-1334, consisting of the required submittals and the submission of a filing fee. 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. **Submittals:**
  - A. Cover Letter;
  - B. LUP Amendment Application;
  - C. Authorization of Representation Affidavit;
  - D. Area plan;
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 \$75.00.
4. **Submittals Descriptions:**
  - A. Cover Letter  
The cover letter must set forth the land use amendment request rationale to thoroughly inform the Planning Commission and Board of Directors of the request.
  - B. LUP Amendment Application  
The application can be found on Page 3 of this packet.
  - C. Authorization of Representation Affidavit  
If application is being made by an agent of the owner(s), an additional separate form "Authorization of Representation Affidavit" will be required for each owner.
  - D. Area Plan  
The area plan must be submitted as a 24" x 36" hardcopy or PDF (or other approved digital format) and must include the below:
    - (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; and
    - (9) Street Address of Property (if available)



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**5. Public Notice Requirements:**

The applicant shall post public notice sign(s) at the front of the property so that it can be seen from the street, at least ten (15) days before the scheduled public hearing. 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 multiple streets, one (1) sign must be posted on each side to be viewed from all streets. If, for any reason, the sign is destroyed, torn down, or rendered illegible, a replacement must be obtained immediately from this office.

**6. 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.
- C. Please check with the Planning Staff for the appropriate fee and filing date for the Planning Commission Public Hearing.



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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 (identify below or attach separately):

Street Address or Proximal Location: \_\_\_\_\_

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:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Directors Action:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_\_



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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: \_\_\_\_\_