

## **INSTRUCTIONS FOR MAKING APPLICATION FOR A NON-RESIDENTIAL ZONING VARIANCE**

1. The owner or his authorized agent is required to file the application in the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; 371-4790. The following documents are to be submitted at the time of filing.
  - a) One (1) copy of a site plan and survey, prepared by a professional surveyor or professional engineer, which shows all existing and proposed improvements properly dimensioned and labeled. The survey must be dated no more than five (5) years prior to the date of submittal of the application.
  - b) A cover letter detailing the applicant's proposal and providing his justification and reasons for requesting a variance from the requirements of the Zoning Ordinance. Said letter shall be in sufficient detail so that the Board of Adjustment can determine whether a variance is necessary or warranted.  
Possible justifications for seeking a variance might include excessive slopes, internal structural configurations, major natural features to be preserved or unusual lot configurations. Usually economic reasons are not sufficient justification for waiving zoning requirements.
2. 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.
3. Upon application to the City, the applicant is given a notice form which is to be mailed by the applicant to the neighboring property owners. Variance applicants must obtain a list of neighboring property owners from a licensed abstract company and to send the required notice by certified mail. Said notice must be sent to owners of properties within 200 feet of the subject property and be accomplished at least ten (10) days prior to the meeting date.
4. The required affidavit and supporting exhibits (mailing receipts from post office, certified abstract list of property owners of record and copy of completed notice form) shall be filed with the Department of Planning and Development no later ten (10) calendar days prior to the meeting date.
5. The applicant is given a sign indicating that the posted property is being considered for a zoning variance which must be posted in a location on the property which is visible from the street in front of property for which the request is made. This, too, is posted at least ten (10) days in advance of the meeting.
6. The applicant or his representative must be present at the meeting at which the request is to be considered and be prepared to respond to questions from the Board of Adjustment concerning the request for variance. Failure to do so will result in automatic deferral of the request or possible withdrawal of the item from the agenda.

### APPLICATION FOR ZONING VARIANCE

ZONING CASE FILE NO. Z-\_\_\_\_\_

BOARD OF ADJUSTMENT MEETING DATE DOCKET FOR: \_\_\_\_\_, 20\_\_ AT \_\_\_ PM.

Application is hereby made to the Little Rock Board of Adjustment pursuant to Act 186 of 1957, Acts of Arkansas, as amended, and Chapter 36 of the Little Rock, Ark. Rev. Code (1988), as amended, requesting a zoning variance(s) on the following described property:

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

(General Location): \_\_\_\_\_

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

Title to this property is vested in: \_\_\_\_\_

Subject property is currently zoned: \_\_\_\_\_ District and variances as follows are requested:

- (1) The \_\_\_\_\_ provisions of Section \_\_\_\_\_ of the Little Rock Code of Ordinances to permit:  
\_\_\_\_\_
- (2) The \_\_\_\_\_ provisions of Section \_\_\_\_\_ of the Little Rock Code of Ordinances to permit:  
\_\_\_\_\_
- (3) The \_\_\_\_\_ provisions of Section \_\_\_\_\_ of the Little Rock Code of Ordinances to permit:  
\_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

(There are) (there are no) private restrictions pertaining to the proposed use/development of this property.

The applicant feels that strict enforcement of these provisions would be a hardship and is requesting variance(s) in this case for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

It is hereby agreed that the required filing fee will be paid immediately after filing and acceptance of this application, and that the notice to property owners as well as the posting of the sign furnished, will be accomplished as required.

Applicant (owner or authorized agent): \_\_\_\_\_

\_\_\_\_\_  
(Address) (Telephone-Bus. and Home)

EMAIL: \_\_\_\_\_

BOARD OF ADJUSTMENT Approved: \_\_\_\_\_, 20\_\_ Denied: \_\_\_\_\_, 20\_\_  
Conditions of approval: \_\_\_\_\_

Signature of Board Secretary or Authorized Agent \_\_\_\_\_

FILING FEE: \$ \_\_\_\_\_ (Collectors Stamp Here)

**SITE PLAN REVIEW CRITERIA  
ZONING, SUBDIVISION, CONDITIONAL USE,  
VARIANCE OR P.U.D.**

The following list is the minimum criteria for submittal of a Site Plan Review issue, whether for Planning Commission or Board of Adjustment approval. This information shall be included in all submittals on or before the docket closing date for the issue involved. It may be necessary for individual development applicants to contact either the City Engineer or the utility companies for purposes of determining this information.

- a. All permanent buildings and structures proposed or existing with dimensions on the buildings and setbacks from property lines.
- b. All parking areas, whether existing or proposed, and the radius on all drive lanes, curves or turns.
- c. All points of ingress or egress to the site from adjacent streets or properties and dimensions of drives.
- d. All drives and streets intersecting all boundary streets across from the site are to be indicated and properly dimensioned.
- e. Availability of public utilities, indicating the line size and location.
- f. All on-site fire hydrants, both existing and proposed.
- g. All on-site water systems, both existing and proposed.
- h. All property lines with dimensions.
- i. Existing right-of-way dimensions on abutting streets and all street names clearly delineated.
- j. Areas within the development site to be devoted to landscaping.
- k. Provide the required number of handicap parking spaces.

The above material being a minimum criteria for submittal will be viewed as necessary in order to review an application. Failure to disclose any of this material or provide same on the site plan may be cause for withdrawal or deferral of your request.

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:  
\_\_\_\_\_