

2016 Steps in Completing Rezoning, Special Use or Conditional Use

10/19/15

Items required to file an Application

1. Application Fee
2. Sign Fee
3. Development Plan
4. Legal Description
5. Letter from Property Owner

Items required before Planning Commission

6. Certified List of Property Owners
7. Proof of Notification

Applications will not be accepted if items 1 through 5 are not provided at time of request. Planning Commission meeting dates and deadlines are provided on the back of this sheet. A vote from the Planning Commission is a recommendation and must then be sent on to the City Council for final approval. The City Council process is explained on the back of this sheet.

1. Application Fee. Fees are due at the time of application.

Commercial Rezoning	\$300	RT-1, R-0, 4, 5, 6 Rezoning	\$150
Industrial Rezoning	\$300	R-3 Rezoning	\$100
PUD / Special / Conditional	\$150	R-1, R-2 Rezoning	\$75

2. Sign Fee. A \$20 deposit is required on all signs. The sign will be furnished at the time of application and must be posted on the site 15 days prior to the Planning Commission meeting and remain posted until a vote by City Council. Planning Staff will check the site to see if the sign has been posted. Failure to post the sign will postpone the application.

3. Development Plan. The development plan of the property of the proposed change must be provided to the Planning Department at the time of application. The development plan should show: property boundaries, building locations, building outlines, driveways, parking lots, abutting streets, north arrow, applicant's information and any other information that is significant to the request.

4. Legal Description. The legal description of the property of the proposed change must be provided to the Planning Department at the time of application. The legal description can be found on the survey of the property, or if leasing or renting, should be provided by the property owner/landlord. Most legal descriptions include a lot number, block number, and subdivision name.

5. Letter from Property Owner. If the applicant is not the property owner, a letter from the property owner will be required stating that the applicant has permission to apply for the rezoning/special use.

6. Certified List of Property Owners. All property owners within 200 feet of the property must be notified of the proposed rezoning or special use. The applicant must provide proof of their notification by obtaining a certified list of property owners from an abstract company. These companies can be found in the yellow pages of the phone book. Providing this data on your own from the County Assessors Office does not meet this requirement. This certified list must be provided to the Planning Department no later than 10 days prior to the Planning Commission meeting.

7. Proof of Notification. Notification must be made either by (1) obtaining signatures of everyone on the certified list or (2) by sending notices by 'certified mail, return receipt requested' to everyone on the certified list. In the case where the City of North Little Rock is listed as a property owner, notice shall be done by City Staff. Proof of certified mail notification must be provided to the Planning Department and dated no later than 10 calendar days prior to the Planning Commission meeting.

Daycare / PUD Conditional Use Filing Deadline	Rezoning/ Special Use Filing Deadline	Daycare / PUD Conditional Use Meeting Date	Planning Commission Meeting Date
9/29/2015	10/16/2015	10/21/2015	11/10/2015
10/27/2015	11/13/2015	11/18/2015	12/8/2015
11/24/2015	12/9/2015	12/16/2015	1/12/2016
12/29/2015	1/13/2016	1/20/2016	2/9/2016
1/26/2016	2/10/2016	2/17/2016	3/8/2016
2/23/2016	3/9/2016	3/16/2016	4/12/2016
3/29/2016	4/13/2016	4/20/2016	5/10/2016
4/26/2016	5/11/2016	5/18/2016	6/14/2016
5/31/2016	6/15/2016	6/22/2016	7/12/2016
6/28/2016	7/13/2016	7/20/2016	8/9/2016
7/26/2016	8/10/2016	8/17/2016	9/13/2016
8/30/2016	9/14/2016	9/21/2016	10/11/2016
9/27/2016	10/12/2016	10/19/2016	11/8/2016
10/25/2016	11/9/2016	11/16/2016	12/13/2016
Noon at Plan Dept	Noon at Plan Dept	2pm at Plan Dept	4:45pm at City Hall

All applicants are required to attend the Planning Commission meeting. Daycare, Conditional Use and PUD applicants are required to attend the Subdivision meeting. Failure to attend will cause your request to be postponed or withdrawn.

City Council Hearing with a Positive Planning Commission Vote. After obtaining approval by the Planning Commission, the applicant must obtain an Alderman sponsor to place the request on the City Council agenda. Contact the Alderman and request that he/she contact the Planning Department to inform Planning Staff of the sponsorship. The City Council meets on the second and fourth Monday of each month. The request to appear on the agenda must be received by the Planning Department at least eleven (11) days prior to the City Council meeting. There will be a legal advertisement fee that will be billed directly to the applicant. The cost is based on the length of the legal description. The applicant is required to attend the City Council hearing.

City Council Hearing with a Negative Planning Commission Vote. Cases that are denied by the Planning Commission may still go to the City Council following a second notification of owners within 200 feet and obtaining an Alderman sponsor. Contact the Alderman and request that he/she contact the Planning Department to inform Planning Staff of the sponsorship. Applicant must file proof of notification with the City Clerk five (5) days prior to City Council meetings. The City Council meets on the second and fourth Monday of each month. The request to appear on the agenda must be received by the Planning Department at least eleven (11) days prior to the meeting. There will be a legal advertisement fee that will be billed directly to the applicant. The cost is based on the length of the legal description. The applicant is required to attend the City Council hearing.