

2018 Steps in Submitting a Request for Rezoning, Special Use or Conditional Use

1-1-18

Items required at the time of submittal

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

Items provided to Planning Staff 10 calendar days prior to the Planning Commission meeting

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

A sign must be placed on the site of request a minimum of 14 calendar days prior to the meeting.

Submittals **will not** be accepted if items 1 through 4 are not provided at time of request. By submitting a request, the applicant consents to Planning Staff entering and filming the property site for use and consideration at the meeting. A vote from the Planning Commission is a **recommendation** and must then be sent on to City Council for the final vote.

1. Fees. Fees are due at the time of submittal.

Commercial / Industrial Rezoning = \$420
Residential Rezoning = \$220

Planned Unit Development (PUD) = \$220
Special or Conditional Use = \$220

2. Development Plan. The development plan of the property of the proposed change must be provided to Planning Staff at the time of submittal. 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. A stamped engineer survey will be required if the applicant cannot provide accurate information

3. Legal Description. The legal description of the property of the proposed change must be provided to the Planning Department at the time of submittal. 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.

4. 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 request.

5. Certified List of Property Owners. All property owners within 200 feet of the property must be notified of the proposed request. 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 Staff no later than 10 calendar days prior to the Planning Commission meeting.

6. 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 Planning Staff. Proof of certified mail notification must be provided to Planning Staff and dated no later than 10 calendar days prior to the Planning Commission meeting.

Sign. A sign will be furnished at the time of submittal and must be posted on the site 14 calendar days prior to the Planning Commission meeting. Signs are to be posted (usually near the street) so the public can read the sign. Planning Staff will check the site to see if the sign has been posted and can be seen from the street. Failure to post the sign properly will postpone the request. Return the sign to Planning Staff after the case is voted on at City Council and \$20 will be refunded.

Daycare / PUD Conditional Use Submittal Deadline	Rezoning/ Special Use Submittal Deadline	Daycare / PUD Conditional Use Meeting Date	Planning Commission Meeting Date
11/28/2017	12/13/2017	12/20/2017	1/9/2018
12/27/2017	1/10/2018	1/17/2018	2/13/2018
1/30/2018	2/14/2018	2/21/2018	3/13/2018
2/27/2018	3/14/2018	3/21/2018	4/10/2018
3/27/2018	4/11/2018	4/18/2018	5/8/2018
4/24/2018	5/9/2018	5/16/2018	6/12/2018
5/29/2018	6/13/2018	6/20/2018	7/10/2018
6/26/2018	7/11/2018	7/18/2018	8/14/2018
7/31/2018	8/15/2018	8/22/2018	9/11/2018
8/28/2018	9/12/2018	9/19/2018	10/9/2018
9/25/2018	10/10/2018	10/17/2018	11/13/2018
10/30/2018	11/14/2018	11/28/2018	12/11/2018
Noon at Plan Dept	Noon at Plan Dept	2pm at Plan Dept	4:00pm at City Hall

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

City Council Hearing with a Positive Recommendation from the Planning Commission. After obtaining a positive recommendation from the Planning Commission, the applicant must obtain a Council Member sponsor to be placed on the City Council agenda. Contact the Council Member and request that the Council Member contact Planning Staff to inform them 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 Planning Staff 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 Recommendation from the Planning Commission. Cases that have a negative recommendation from the Planning Commission still go to the City Council following a second notification of owners within 200 feet and obtaining a Council Member sponsor. Contact the Council Member and request that the Council Member contact Planning Staff to inform them of the sponsorship. Applicants must file proof of notification with Planning Staff **11 calendar 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 Planning Staff at least **11 calendar 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.