

# 2018 Steps in Submitting a Request to the Sign Board

## (Housing and Building Board of Adjustment)

1-1-18

### Items required at the time of submittal

1. Fee
2. Drawings
3. Letter of Hardship
4. Letter from Property Owner

### Items provided to Planning Staff 10 calendar days prior to the Sign Board meeting

5. List of Abutting 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. The property owner must attend the scheduled meeting.

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**1. Fee.** A \$170 fee is due at the time of application.

**2. Drawings.** The following drawings are required at the time of submittal: (1) Site Plans showing proposed sign location and showing existing building locations, streets, parking areas and property lines. *A stamped engineer survey will be required if the waiver is in proximity to a property line or if the applicant cannot provide accurate information.* (2) Sign elevations (scaled) showing height, width and clearance of proposed sign. (3) Building elevations (scaled) showing height and width to determine façade area for all wall signs.

**3. Letter of Hardship.** A letter to the board must be written explaining a hardship experienced by the applicant. The hardship letter must explain why the applicant is seeking a variance. *A hardship should not be created by the owner, it should be due to unique circumstances existing on the property.*

**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. Abutting Property Owners.** Notice shall be given, in writing, to the property owners abutting the property where the request is sought. If the abutting property is owned by the same property owner as the property where the request is sought, then notice shall be given to the next abutting property. The applicant must provide proof of their notification. In the case where the City of North Little Rock is listed as a property owner, notice shall be done by City Staff. This list must be provided to Planning Staff **10 calendar days prior** to the Sign Board meeting.

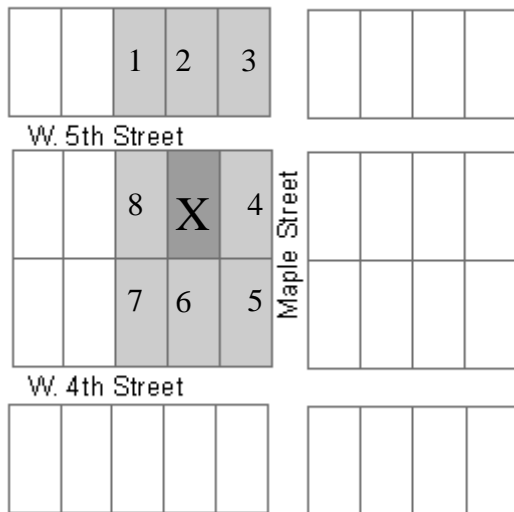
**6. Proof of Notification.** Notification must be made either by (1) obtaining property owners signatures on forms furnished with the application packet, or (2) sending notices by '*certified mail, return receipt requested*'. Certified mail notifications must be post-marked **10 calendar days prior** to the meeting. In the case where the City of North Little Rock is an abutting property owner, notice shall be done by Planning Staff.

**Sign.** A sign will be furnished at the time of submittal and must be posted on the site a minimum of **14 calendar days prior** to the 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 hearing of the case and \$20 will be refunded.

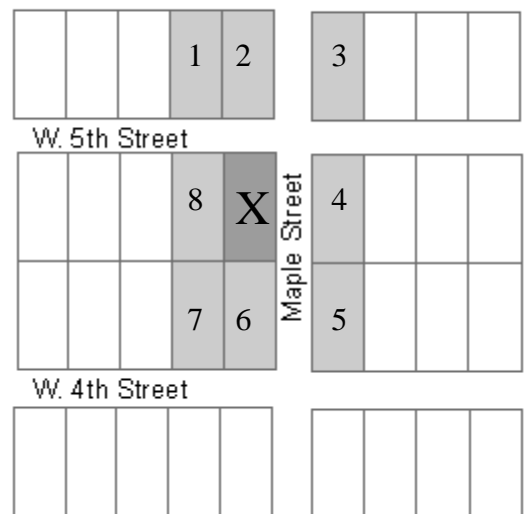
**Appeals of the Board’s decision.** You may appeal the Board’s decision through a Court of Law in accordance with Section 19.2 of City of North Little Rock Zoning Ordinance #7697.

<b>Sign Board Filing Deadline</b>	<b>Sign Board Meeting Date</b>
<b>12/13/2017</b>	<b>1/9/2018</b>
<b>1/10/2018</b>	<b>2/13/2018</b>
<b>2/14/2018</b>	<b>3/13/2018</b>
<b>3/14/2018</b>	<b>4/10/2018</b>
<b>4/11/2018</b>	<b>5/8/2018</b>
<b>5/9/2018</b>	<b>6/12/2018</b>
<b>6/13/2018</b>	<b>7/10/2018</b>
<b>7/11/2018</b>	<b>8/14/2018</b>
<b>8/15/2018</b>	<b>9/11/2018</b>
<b>9/12/2018</b>	<b>10/9/2018</b>
<b>10/10/2018</b>	<b>11/13/2018</b>
<b>11/14/2018</b>	<b>12/11/2018</b>
Plan Dept noon	Plan Dept 9:30am

**Example of abutting properties required for notification.**



**Example of abutting properties required for notification.**



A typical lot has eight (8) abutting properties to notify