

2024 Steps in Submitting a Request for Rezoning, Special Use, Short-Term Rental or Conditional Use

(12/04/2023)

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 application request. By submitting a request, the applicant consents to Planning Staff entering and filming the property for use and consideration at the Commission hearing. A vote from the Planning Commission is a **recommendation only**. The request must be referred to City Council for the final decision.

1. Fees. The filing fee is due at the time of submittal. (Included in the filing fee is a \$20.00 refundable sign deposit fee)

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

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

2. Development Plan. The development plan for the property of the proposed change must be provided to Planning Staff at the time of submittal. The development plan should include - property boundaries, building locations, building outlines, driveways, parking lots, abutting streets, north arrow, applicant's information and any other information significant to the request. *A stamped engineered survey will be required if the applicant cannot provide accurate information.*

3. Legal Description. The legal description of the property proposed change must be provided to the Planning Department at the time of submittal. The legal description is 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 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*. Providing this data on your own from the County Assessor's 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 by City Council and the sign deposit fee of \$20 will be refunded.

Conditional Use Daycare/PUD/STR Filing Deadline <i>at Noon on</i>	Rezoning Special Use Filing Deadline <i>at Noon on</i>	Conditional Use Daycare/PUD/STR DRC Meeting <i>at 2pm on</i>	Planning Commission Hearing <i>at 4pm on</i>
11/28/2023	12/13/2023	12/20/2023	1/9/2024
12/19/2023	1/10/2024	1/17/2024	2/13/2024
1/30/2024	2/14/2024	2/21/2024	3/12/2024
2/27/2024	3/13/2024	3/20/2024	4/9/2024
3/26/2024	4/10/2024	4/17/2024	5/14/2024
4/30/2024	5/15/2024	5/22/2024	6/11/2024
5/28/2024	6/12/2024	6/20/2024	7/9/2024
6/25/2024	7/10/2024	7/17/2024	8/13/2024
7/30/2024	8/14/2024	8/21/2024	9/10/2024
8/27/2024	9/11/2024	9/18/2024	10/8/2024
9/24/2024	10/9/2024	10/16/2024	11/12/2024
10/29/2024	11/13/2024	11/20/2024	12/10/2024
11/26/2024	12/11/2024	12/18/2024	1/14/2025
12/31/2024	1/15/2025	1/22/2025	2/11/2025
1/28/2025	2/12/2025	2/19/2025	3/11/2025

- All applicants are required to attend the Planning Commission meeting.
- Daycare, Conditional Use, Short-term Rentals and PUD applicants are required to attend the DRC and Planning Commission meetings.
- Failure to attend will cause the request to be postponed to the next month's meeting.

City Council Hearing with a Positive Recommendation from the Planning Commission. *After* receiving 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 (of the Ward the property is located) and request the Council Member contact Planning Staff to inform Staff of their sponsorship. 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. The applicant is required to attend the City Council hearing to answer any questions.

City Council Hearing with a Negative Recommendation from the Planning Commission. Cases that receive a negative recommendation from the Planning Commission may still go to the City Council following a re-notification to property owners of the date/time/location of the City Council meeting (repeat step #6) and obtaining a Council Member sponsor. Contact the Council Member (of the Ward the property is located) and request that the Council Member contact Planning Staff to inform them of their sponsorship. Applicants must file proof of re-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. The applicant is required to attend the City Council hearing to answer any questions.