

**2023 Steps in Submitting a Request to the Board of Zoning Adjustment**  
(04-24-2023)

**Items required at the time of submittal**

1. Fee
2. Site Plan / Survey
3. Legal Description
4. Letter of Hardship
5. Letter from Property Owner

**Items provided to Planning Staff 10 calendar days prior to the Board of Zoning Adjustment meeting**

6. List of abutting Property Owners
7. 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 5 are not provided at time of request. By submitting a request, the applicant consents to Planning Staff entering and/or filming the property/site for use and consideration at the Board members at the meeting. The applicant must attend the scheduled meeting.

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**1. Fees.** A \$170 fee is due at the time of submittal. (\$150.00 filing fee + \$20.00 refundable sign fee)

**2. Site Plan.** The site plan of the property must be provided to Planning Staff at the time of submittal. The site plan should show: property boundaries, building locations, building outlines, driveways, abutting streets, north arrow, applicant's information and any other information significant to the request. *A stamped engineer survey will be required if the variance is in proximity to a property line or if the applicant cannot provide accurate information.*

**3. Legal Description.** The legal description of the property must be provided to Planning Staff at the time of submittal. The legal description is found on a survey or a deed.

**4. 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.***

**5. 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.

**6. 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 meeting.

**7. 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.

**8. 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.

**Board of Zoning Adjustment**

**Filing Deadline**

**Noon on the following dates:**

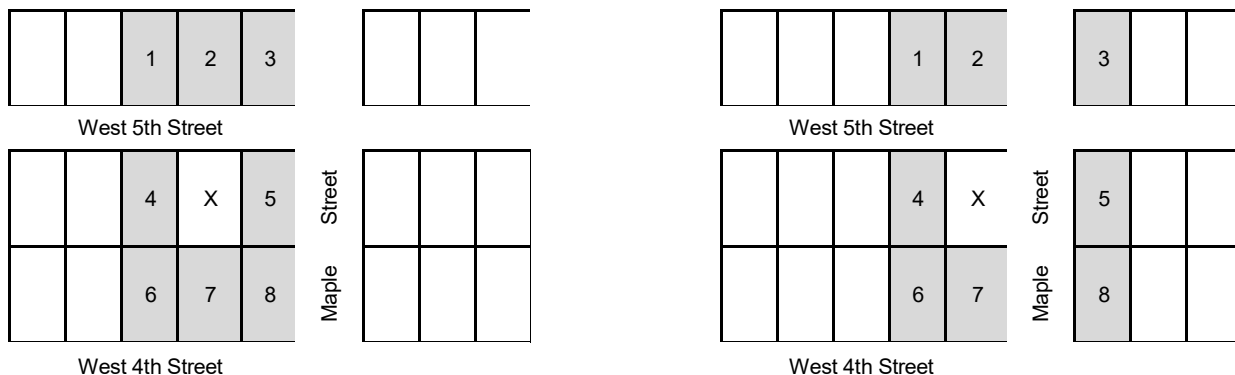
**Board of Zoning Adjustment**

**Public Meeting**

**1:30pm on the following dates:**

11/1/2022	11/17/2022
12/1/2022	12/29/2022
1/3/2023	1/26/2023
2/1/2023	2/23/2023
3/1/2023	3/30/2023
4/3/2023	4/27/2023
5/1/2023	5/25/2022
6/1/2023	6/29/2023
7/3/2023	7/27/2023
8/1/2023	8/31/2023
9/1/2023	9/28/2023
10/2/2023	10/26/2023
11/1/2023	11/30/2023
12/1/2023	12/28/2023
1/2/2024	1/25/2024
2/1/2024	2/29/2024
Submit to the Planning Department – 700 W 29th Street	Contact the Planning Department for meeting location – 501.975.8835

Examples of abutting properties required for notification.



A typical lot has eight (8) abutting properties to notify. If you have any questions about notification contact the Planning Department. Improper notification will cause request to be postponed.

**Appeals of the Board's decision.** You may appeal the Board's decision through a Court of Law in accordance with Section 9.1 of City of North Little Rock Zoning Ordinance #9263.