

2025 Steps in Submitting a Request to the Board of Zoning Adjustment
(Nov 2024)

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 by the Board members at the meeting. The applicant must attend the scheduled meeting.

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 for the proposed request must be provided to Planning Staff at the time of submittal. The site plan should include at a minimum, the property boundaries, building locations and building outlines, parking, 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 written letter to the Board must be provided explaining the hardship experienced by the applicant and identifying why the variance is necessary. ***The hardship should be due to unique circumstances existing on the property and not be created by the owner.***

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. The list of property owners may be obtained by the applicant from the County Real Estate Records.

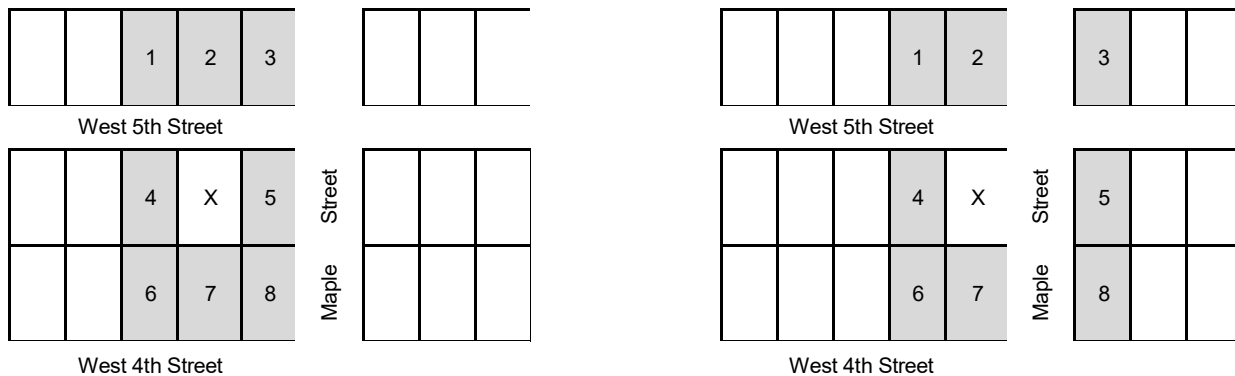
7. Proof of Notification. Notification must be made either by (1) obtaining property owners signatures on forms furnished by staff with the application package, or (2) sending notices via '*certified mail, return receipt requested*'. Certified mail notifications must be post-marked **10 calendar days prior** to the meeting. Certified mail notices and the list of property owners must be provided to Planning Staff **10 calendar days prior** to the meeting.

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 Board of Zoning Adjustment meeting. Signs are to be posted (usually near the street) so the public can read the sign. Planning Staff will visit the site to ensure the sign has been posted and is visible from the street. Failure to post the sign properly will postpone the request. ***After*** the case is voted on by the Board the applicant may return the sign to Planning Staff and the sign deposit fee of \$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:**

11/1/2024	11/21/2024
12/2/2024	12/19/2024
1/2/2025	1/30/2025
2/3/2025	2/27/2025
3/3/2025	3/27/2025
4/1/2025	4/24/2025
5/1/2025	5/29/2025
6/2/2025	6/26/2025
7/1/2025	7/24/2025
8/1/2025	8/28/2025
9/2/2025	9/25/2025
10/1/2025	10/30/2025
11/3/2025	11/20/2025
12/1/2025	12/18/2025
1/5/2026	1/29/2026
2/2/2026	2/26/2026
Submit to the Planning Department – 700 W 29 th Street – 2 nd Floor	
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.