

**2026 Steps in Submitting a Request for Rezoning, Special Use, Short-Term Rental or Conditional Use**  
(11/25/2025)

**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.

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**1. Fees.** The filing fee is due at the time of submittal. (The fees below include 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 layouts, 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 and the date and time of the hearing before the Planning Commission. The list of property owners must be a certified list of property owners obtained from an abstract or title company. Obtaining this information from the County Assessor's Office does not meet this requirement.

**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. The mailing date shall be no later than 10 calendar days prior to the Planning Commission meeting. Proof of certified mail notification and/or property owner's signatures along with a copy of the abstract list must be provided to Planning Staff no later than 10 calendar days prior to the Planning Commission meeting. In the case where the City of North Little Rock is listed as a 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 Planning Commission 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 City Council the applicant may return the sign to Planning Staff and the sign deposit fee of \$20 will be refunded.

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<b>Conditional Use Daycare/PUD/STR Filing Deadline at Noon on</b>	<b>Rezoning Special Use Filing Deadline at Noon on</b>	<b>Conditional Use Daycare/PUD/STR DRC Meeting at 2pm on</b>	<b>Planning Commission Hearing at 4pm on</b>
11/25/2025	12/10/2025	12/17/2025	1/13/2026
12/30/2025	1/14/2026	1/21/2026	2/10/2026
1/27/2026	2/11/2026	2/18/2026	3/10/2026
2/24/2026	3/11/2026	3/18/2026	4/14/2026
3/31/2026	4/15/2026	4/22/2026	5/12/2026
4/28/2026	5/13/2026	5/20/2026	6/9/2026
5/26/2026	6/10/2026	6/17/2026	7/14/2026
6/30/2026	7/15/2026	7/22/2026	8/11/2026
7/28/2026	8/12/2026	8/19/2026	9/8/2026
8/25/2026	9/9/2026	9/16/2026	10/13/2026
9/29/2026	10/14/2026	10/21/2026	11/10/2026
10/27/2026	11/12/2026	11/18/2026	12/8/2026
11/24/2026	12/9/2026	12/16/2026	1/12/2027
12/29/2026	1/13/2027	1/20/2027	2/9/2027

- 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. The applicant must contact a Council Member, of the Ward the property is located, and request the Council Member sponsor the request and to contact Planning Staff to inform them of their sponsorship. Once a sponsor notifies staff of their intent the applicant will be provided with the City Council meeting date. City Council meets on the second and fourth Monday of each month. The applicant is required to attend the City Council meeting to answer any questions related to their request.

**City Council Hearing with a Negative Recommendation from the Planning Commission.** Cases receiving a negative recommendation from the Planning Commission may be considered by City Council following obtaining a sponsor of a Council Member and re-notification of the property owners of the date/time/location of the City Council meeting (repeat step #6 above). The applicant must contact a Council Member, of the Ward the property is located, and request 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 meeting date. The City Council meets on the second and fourth Monday of each month. The applicant is required to attend the City Council hearing to answer any questions related to their request.