

CITY OF FAYETTEVILLE, ARKANSAS  
**PLANNING COMMISSION**  
**VARIANCE**

<b>FOR STAFF USE ONLY</b>	<b>FEE:</b>	<b>\$25.00</b>
Date Application Submitted:	<b>SIGN FEE:</b>	<b>\$5.00</b>
Date Accepted as Complete:		S-T-R:
Project Number:		PP#:
Public Hearing Date:		Zone:

Please fill out this form completely, supplying all necessary information and documentation to support your request.  
***Your application will not be placed on the Planning Commission agenda until this information is furnished.***  
**PLEASE NOTE: THE APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE PLANNING COMMISSION MEETING.**

**Application:**

Indicate one contact person for this request:     Applicant     Representative

*Applicant (person making request):*

*Representative (engineer, surveyor, realtor, etc.):*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

(    ) \_\_\_\_\_

(    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Site Address / Location: \_\_\_\_\_  
\_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Assessor's Parcel Number(s) for subject property: \_\_\_\_\_

***TYPE OF VARIANCE BEING REQUESTED***, (check one)

- Design Overlay District
- Parking and Loading
- Bicycle Rack
- Building Height
- Design Standards
- Off-site Improvements
- Buffer Strips and Screening
- Tree Preservation
- Flood Damage Prevention Code
- Outdoor Lighting
- Landscape Regulations
- Other

***FINANCIAL INTERESTS***

The following entities and / or people have financial interest in this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***APPLICANT / REPRESENTATIVE***: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions of approval.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) / AUTHORIZED AGENT:** I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

**Owners (attach additional info if necessary):**

Name (printed): \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Name (printed): \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

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### **Checklist:**

**Attach the following items to this application:**

- 1. Payment in full of applicable fees for processing the application:
  - \$25.00 before a violation has occurred
- 2. Legal description of property (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately.
- 3. A typed letter addressed to the chair of the Planning Commission addressing the following items:
  - Complete written description of this request (what is proposed by the applicant) including any information pertinent to the variance to be considered by the Planning Commission, and referencing the specific section of the Unified Development Code proposed to be varied.
  - The letter should demonstrate required criteria as required by the Unified Development Code, Chapter 156 Variances. The general requirement for a development variance is that there would be an undue hardship placed on the property owner if the variance is not granted. Some variances have unique criteria to be addressed and considered by the Planning Commission in order to grant a variance. Please consult Planning staff for any necessary information for specific requests.
- 4. Certain variances may require notification of surrounding property owners and residents with a separate address, as determined by Planning staff. Please consult with a planner on whether notification is needed.
- 5. Site plan drawn to scale (1 hard copy and 1 digital copy in PDF format ), based on the deed or survey. At minimum, site plans shall include lot boundaries with dimensions, centerline of street(s), Master Street Plan right-of-way(s), utility easements, existing curb-cuts, minimum setbacks, proposed setbacks. Any other drawings (elevations, site cross-sections), material board, or other documents or drawings necessary to fully describe and depict the requested variance shall be supplied at the request of the Planning Division.

*Note: No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.*