

CITY OF FAYETTEVILLE, ARKANSAS

REZONING

FOR STAFF USE ONLY	FEE: \$325.00
Date Application Submitted:	Sign FEE: \$5.00
Date Accepted as Complete:	S-T-R:
Case / Appeal Number:	PP#:
Public Hearing Date:	Zone:

Application:

Indicate one contact person for this request: _____ Applicant _____ Representative

Applicant (person making request):

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

Name: _____

Name: _____

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone: _____

Phone: _____

() _____
() _____

() _____
() _____

Fax: _____

Fax: _____

() _____

() _____

Site Address / Location: _____

Current Zoning District: _____

Requested Zoning District: _____

Assessor's Parcel Number(s) for subject property: _____

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 on 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.)**

Property Owners of Record (attach additional info if necessary):

Name (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Name (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Rezoning Checklist:

Attach the following items to this application:

- (1) Payment in full of applicable fees for processing the application:
\$325.00 application fee
\$5.00 public notification sign fee per sign (additional signs may be required).
- (2) A legal description of the property to be rezoned.
- (3) It is preferred that all submittal items be provided in PDF format with the legal description in MS Word.
- (4) A statement explaining the compatibility of this proposed rezoning with neighboring property and explaining why the proposed rezoning will not unreasonably adversely affect or conflict with surrounding land uses.
- (5) The applicant is responsible for meeting the public notification requirements for a Rezoning listed on the Notification Requirements pages in this application.

It is recommended that applicants meet with a staff planner prior to submitting a rezoning application.

NOTIFICATION REQUIREMENTS

Written Notification Process:

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. At least 14 days prior to Planning Commission, the applicant shall provide the following to the Planning Division (**contact staff planner for submittal deadline**):
 - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
 - b. map showing the landowners' relationship to the site (City's Address Point File)
 - c. copy of the notice sent to the landowners and residents (**example attached**)
 - d. certificate of mailing (**example attached**)
 - e. [Click here to learn how to create the list of those being notified.](#)

Sign Posting Process:

- (1) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant (**contact staff planner for date to pick up sign**).
 - a. The applicant shall post notice on the land for which the use is requested in a visibly prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
 - b. The staff planner may require an alternate location where the property is not adjacent to a street.
 - c. Additional signs may be required by the staff planner.
- (2) By the revision submittal prior to the hearing, the applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (**example attached**).
- (3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows:

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

(name of person completing the mailing)

(signature of person completing the mailing)

City File No./Name: _____

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WRITTEN NOTIFICATION FORM

Project Description:

The applicant Name proposes a Type of Development at Project Address.

Building/land Use: _____

Zoning: _____

Size of Property: _____

Density/Intensity: _____

Public Hearings:

Planning Commission; 5:30 PM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location:

The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.

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CERTIFICATE OF SIGN POSTING



I, _____ (print the name of the
applicant/representative/person posting sign), attest that the above sign was posted on
_____ (month/day/year) adjacent to
_____ (name of street).

(signature of person completing the sign posting)

City File No./Name: _____