

THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A REZONING

FOR STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____

FEE: \$ 200

PC Meeting Date: _____

Zone: _____

APPLICATION:

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 the application is completed and required information provided. Required information is due 15 days prior to the meeting date.**

GENERAL INFORMATION: (Indicate where correspondence should be sent:)

Representative: _____

Address: _____

Day Phone: (____) _____

email: _____

Property Owner: _____

Address: _____

Day Phone: (____) _____

email: _____

PROPERTY DESCRIPTION

Site Address: _____

Acreage: _____

Current Zoning: _____

Proposed Zoning: _____

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.

√ _____ DATE _____

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

√ _____ DATE _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$ 200
- 3. Publication in local newspaper at least 15 days prior to hearing date. Applicant is required to submit the notice and provide the Planning Commission with an original proof of publication on or before the public hearing date.
- 4. Proof of notification of adjacent property owners by certified mail. (15 days prior to meeting date)
- 5. An accurate legal description of the property to be rezoned.
- 6. **A written statement containing each of the following:**
 - A. Explanation of the proposed zoning change including current owner information and any proposed sales.
 - B. Reason (need) for requesting the zoning change.
 - C. Statement of how the property will relate to surrounding properties:
 - 1. Use
 - 2. Traffic
 - 3. Appearance
 - 4. Signage

REZONING REQUEST PROCEDURE

PROCEDURE TO FOLLOW AFTER PUBLIC HEARING DATE HAS BEEN SET:

1. Property owners within 300 feet of the property in question must be notified **by the applicant** by certified mail with a return receipt requested for each letter mailed. This letter shall describe the rezoning request, give the legal and common descriptions, and the date and time of public hearing (form letter on page 28). These letters must be mailed no later than five (5) days before the date of the hearing. Names of property owners must be obtained from the County Assessor's Office or a title company.
2. A copy of the list of owners and the receipts must be turned into The City at least five days prior to the public hearing.

The petitioner(s) or their agent must attend the meeting or the request may be tabled until the next meeting.

PROCEDURE TO WITHDRAW A REZONING REQUEST:

1. A rezoning request may be withdrawn by two methods:
 - a. The owner(s) of record may make the request in writing and submit that request to The Planning Commission before the meeting at which the public hearing will be held.
 - b. The owner(s) may appear at the public hearing and request the rezoning be withdrawn.

NOTICE OF INTENT TO REZONE

_____ has requested The Elm Springs Planning Commission to set a public hearing date to consider rezoning the following property from _____ to _____.

The legal description of the property is as follows: _____

The common description of the property is: _____

The public hearing will be held _____, 200__ at 6:00 p.m. It will be held in the City Hall Planning Commission Chambers, 283 Jayroe Street, Elm Springs, AR.

This notification is in response to the requirement that all property owners within 300 feet of said property must be notified. If you wish to express any comments about the requested rezoning, you may respond by the following methods:

1. Attend the public hearing and express your views.
2. Express your opinion in writing to The Planning Commission. You may mail this or and deliver it to the City of Elm Springs Planning Commission, P.O. Box 74 Elm Springs, AR 72728.
3. Use the bottom of this form to express your opinion by checking the appropriate box. (This may also be delivered or mailed to the above address.).

For more information, you may call The City Planner at 479 236 1053 or 479 273 5454

I/we have received notice of the public hearing for the rezoning of the above described property and:

() I/we have no objections to the rezoning.

() I/we object to the rezoning because:

Signature

Signature

Revised 02/11/04

