

2018 Steps in Submitting a Request to the Board of Adjustment For a Reasonable Accommodation

2-1-18

Items required at time of submittal

1. Fee
2. Development Plan
3. Legal Description
4. Letter of request

Items provided to Planning Staff 10 calendar days prior to the Board of Adjustment meeting

5. 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 5 are not provided at time of request. By submitting a request, the applicant consents to Planning Staff entering and filming the property site for use and consideration at the meeting. The property owner must attend the scheduled meeting.

1. Fees. A \$20 deposit for the sign is due at the time of submittal.

2. Site Plan. The site plan of the property must be provided to Planning Staff at the time of submittal. The site plan should show: property boundaries, building locations, building outlines, driveways, abutting streets, north arrow, applicant's information and any other information that is significant to the request. *A stamped engineer survey will be required if the waiver 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 can be found on a survey or a deed.

4. Letter of Request. A letter to the board must be written explaining why the applicant is seeking reasonable accommodation. The letter must explain the conditions of the request for reasonable accommodation.

5. 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. This list must be provided to Planning Staff **10 calendar days prior** to the meeting.

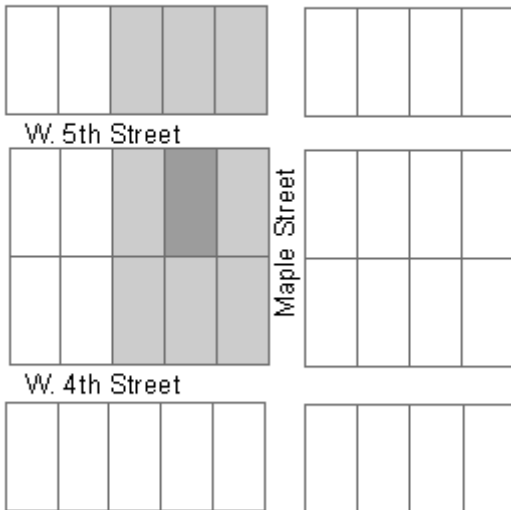
6. Proof of Notification. Notification must be made either by (1) obtaining property owners signatures on forms furnished with the application packet, or (2) sending notices by '*certified mail, return receipt requested*'. Certified mail notifications must be post-marked **10 calendar days prior** to the meeting. In the case where the City of North Little Rock is an abutting 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 meeting. Signs are to be posted (usually near the street) so the public can read the sign. Planning Staff will check the site to see if the sign has been posted and can be seen from the street. Failure to post the sign properly will postpone the request. Return the sign to Planning Staff *after* the hearing of the case and \$20 will be refunded.

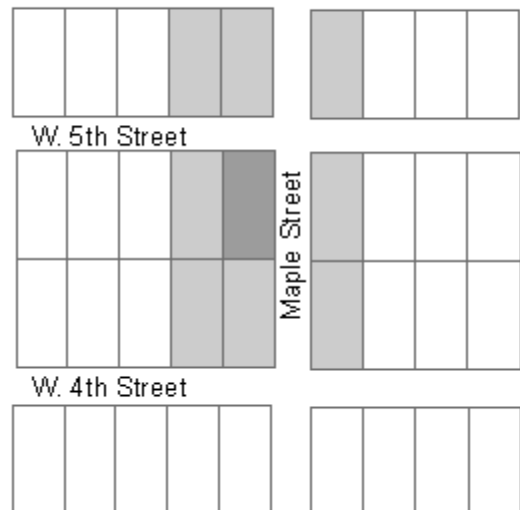
Appeals of the Board’s decision. You may appeal the Board’s decision through a Court of Law in accordance with Section 19.1 of City of North Little Rock Zoning Ordinance #7697.

Board of Adjustment Filing Deadline	Board of Adjustment Meeting Date
1/2/18	1/25/18
2/1/18	2/22/18
3/1/18	3/29/18
4/2/18	4/19/18
5/1/18	5/31/18
6/1/18	6/28/18
7/2/18	7/26/18
8/1/18	8/30/18
9/4/18	9/27/18
10/1/18	10/25/18
11/1/18	11/29/18
11/28/18	12/20/18
Plan Dept noon	Plan Dept 1:30pm

Example of abutting properties required for notification.



Example of abutting properties required for notification.



A typical lot has eight (8) abutting properties to notify