2016 Steps in Applying to the Board of Adjustment For a Reasonable Accommodation

1/1/2016

Items required to file an Application

1. Sign Deposit
2. Development Plan
3. Legal Description
4. Letter explaining what accommodation is being requested

Items required 1 day prior to the meeting

6. List of Property Owners
7. Proof of Notification

Applications will not be accepted if items 1 through 5 are not provided at time of request. Board of Adjustment meeting dates and deadlines are provided on the back of this sheet. The property owner must attend the scheduled meeting.

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1. Sign Deposit. A $20 deposit is required on all signs. The sign will be furnished at the time of application and must be posted on the site *14 days prior* to the Board of Adjustment meeting. Planning Staff will check the site to see if the sign has been posted. Failure to post the sign will postpone the application. Return the sign to the Planning Department after the hearing of the case and the deposit will be refunded.

2. Site Plan. The site plan of the property must be provided to the Planning Department at the time of application. 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 survey may be required if applicant cannot provide accurate information.

3. Legal Description. The legal description of the property must be provided to the Planning Department at the time of application. The legal description can be found on the survey of the property, or if leasing or renting, should be provided by the property owner/landlord.

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 accommodation is sought. If the abutting property is owned by the same property owner as the property where the accommodation is sought, then notice shall be given to the next abutting property or properties beyond. The applicant must provide proof of their notification. This list must be provided to the Planning Department *1 day prior* to the Board of Adjustment meeting.

6. Proof of Notification. Notification must be made either by (1) obtaining 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 days prior* to the Board of Adjustment meeting. In the case where the City of North Little Rock is an abutting property owner, notice shall be done by City Staff.

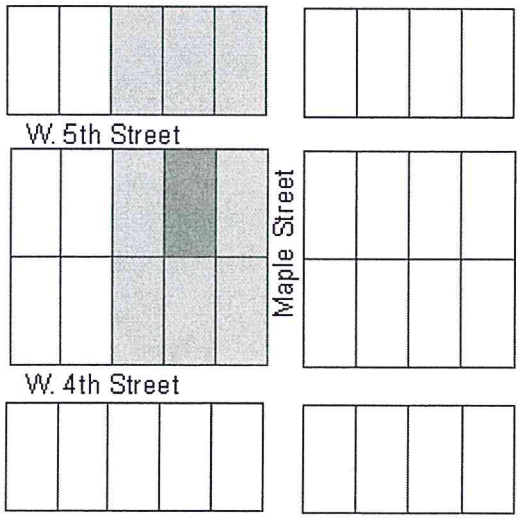
North Little Rock Community Planning, 120 Main Street, NLR 72114, 501-975-8835

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
10/29/15	**11/19/15**
12/1/15	**12/31/15**
1/4/16	**1/28/16**
2/1/16	**2/25/16**
3/1/16	**3/31/16**
4/1/16	**4/28/16**
5/2/16	**5/26/16**
6/1/16	**6/30/16**
7/1/16	**7/28/16**
8/1/16	**8/25/16**
9/1/16	**9/29/16**
10/3/16	**10/27/16**
10/18/16	**11/16/16**
12/1/16	**12/29/16**
Plan Dept noon	Plan Dept 1:30pm

- Staff will be given consent to video property site for the Board of Adjustment meeting.

Example of abutting properties required for notification.



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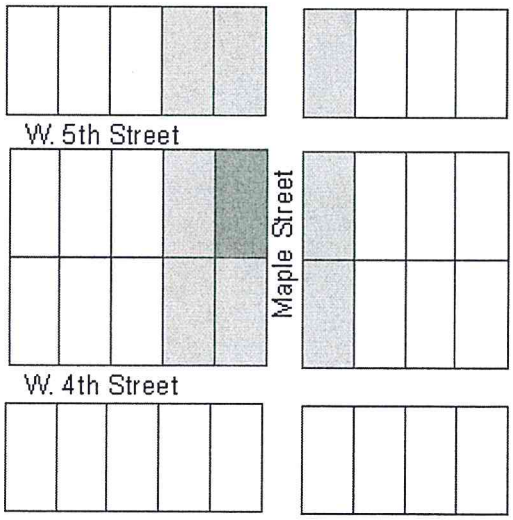

A *typical* lot has eight (8) abutting properties to notify

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