

# 2016 Steps in Applying to the Board of Adjustment

1/1/2016

## Items required to file an Application

1. Application Fee
2. Sign Fee
3. Development Plan
4. Legal Description
5. Letter of Hardship

## 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. Application Fee.** A \$75 fee is due at the time of application.

**2. Sign Fee.** 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.

**3. 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.

**4. 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.

**5. Letter of Hardship.** A letter to the board must be written explaining a hardship experienced by the applicant. The hardship letter must explain why the applicant is seeking a variance. A hardship should not be created by the owner, it should be due to unique circumstances existing on the property

**6. Abutting Property Owners.** Notice shall be given, in writing, to the property owners abutting the property where the variance is sought. If the abutting property is owned by the same property owner as the property where the variance 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.

**7. 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.

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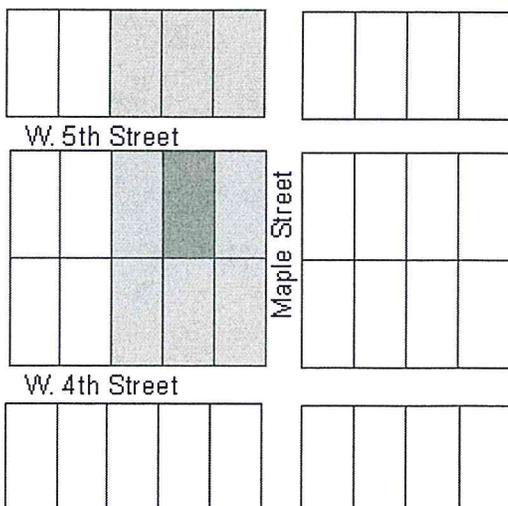
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**Appeals of the Board’s decision.** You may appeal the Board’s decision through a Court of Law in accordance with Section 19.1 of City of North Little Rock Zoning Ordinance #7697.

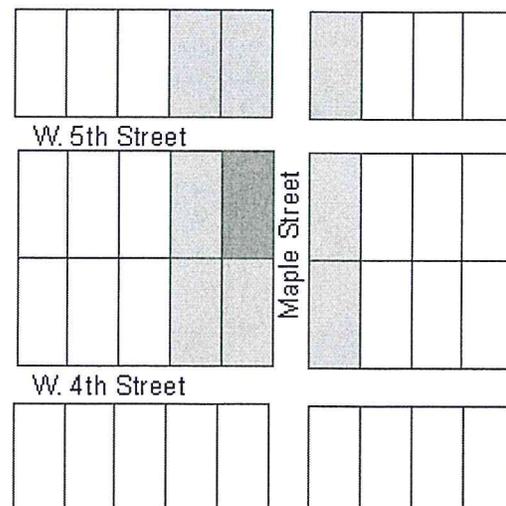
| <b>Board of Adjustment Filing Deadline</b> | <b>Board of Adjustment Meeting Date</b> |
|--|---|
| <b>10/29/15</b>                            | <b>11/19/15</b>                         |
| <b>12/1/15</b>                             | <b>12/31/15</b>                         |
| <b>1/4/16</b>                              | <b>1/28/16</b>                          |
| <b>2/1/16</b>                              | <b>2/25/16</b>                          |
| <b>3/1/16</b>                              | <b>3/31/16</b>                          |
| <b>4/1/16</b>                              | <b>4/28/16</b>                          |
| <b>5/2/16</b>                              | <b>5/26/16</b>                          |
| <b>6/1/16</b>                              | <b>6/30/16</b>                          |
| <b>7/1/16</b>                              | <b>7/28/16</b>                          |
| <b>8/1/16</b>                              | <b>8/25/16</b>                          |
| <b>9/1/16</b>                              | <b>9/29/16</b>                          |
| <b>10/3/16</b>                             | <b>10/27/16</b>                         |
| <b>10/18/16</b>                            | <b>11/16/16</b>                         |
| <b>12/1/16</b>                             | <b>12/29/16</b>                         |
| 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.**



**Example of abutting properties required for notification.**



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