



**CITY OF  
LITTLE FLOCK**  
1500 Little Flock Drive  
Little Flock, Ar. 72756  
City Hall 479-636-2081  
Fax 479-636-2318  
Cityoflittleflock.com

# Rezoning Request

**Fee: \$275.00**

## Application & Checklist

**(Application is due 15 calendar days prior to Planning Commission meeting)**

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.**

<b>Property Information</b>	Address:	<b>Project Information</b>	Current Zoning:
	Parcel #		Proposed Zoning:
	Acreage:		Proposed Land Use:

<b>Owner</b>	Name:	Phone: <input type="radio"/> Select if this is the primary contact
	Address:	Fax:
	City, State, Zip:	E-mail:

<b>Application / Representative</b>	Name:	Phone: <input type="radio"/> Select if this is the primary contact
	Address:	Fax:
	City, State, Zip:	E-mail:

**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: \_\_\_\_\_

<b>Official Use Only</b>	Date Application was Submitted:	PC meeting Date:
	Date Application was Complete:	Zone

# Notice of Intent to Rezone

## Rezoning Request Checklist

Please note the rezoning application will not be accepted at the date of submittal if the first five items are not submitted with the application.

**Application.** Completed application form.

**Fee.** Payment of the application fee.

**Warranty Deed.**

A copy of the warranty deed showing the current ownership of the property. A survey may be required if the deed cannot be accurately drawn to meet the Arkansas minimum survey accuracy standards. If you do not have a warranty deed, a copy may be obtained from the Benton County Deeds / Mortgages Department located in the Benton County Administration building at 215 East Central Avenue, second floor, room number 202. Phone number: (479)271-1017.

**Legal Description.**

An accurate legal description of the property must be submitted in an electronic Word format by typing the legal description and saving it to a disk or by saving it to a C.D. The legal description can also be e-mailed to the Planning Commission Secretary at [planningcommission@cityoflittleflock.com](mailto:planningcommission@cityoflittleflock.com). If the legal description is not accurate, the Planning staff will contact you and an accurate legal description must be submitted to the Planning Department no later than 15 calendar days prior to the Planning Commission meeting.

**Narrative.**

A typed or written statement addressing each of the following.

- State the current zoning designation and proposed zoning designation. Explanation of the proposed zoning change including current owner information and any proposed sales.
- Reason (need) for requesting the zoning change.
- Statement of how the property will relate to surrounding properties.
- Use.
- Traffic.
- Signage.
- Appearance.
- Availability of water (state size of lines). If direct water is not available, state how lines will be accessed and connected. This information is available from Benton County Water District #1 at (479)636-0002.

**Certified letters** must be sent out to every property owner within 300 feet of the property line. The City of Little Flock must receive the certified receipts from the applicant prior to the scheduled public hearing.

\*The applicant is also required to place a public hearing sign on the property 15 days prior to the scheduled public hearing. (The applicant must pick up the public hearing sign from the Planning Department. The applicant is required to return the sign to the Planning Department following the scheduled public hearing.)

# Notice of Intent to Rezone

To whom it may concern:

You have been identified as a surrounding property owner. You are being notified that \_\_\_\_\_ has requested the Little Flock 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:

Proposed land use:

The public hearing will be held \_\_\_\_\_, 20\_\_ at 6:00 p.m. It will be held at 1500 Little Flock Drive, Little Flock Ar. 72756

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 deliver it to the City of Little Flock Planning Department at 1500 Little Flock Drive, Little Flock, Ar. 72756-7029.
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 Planning Department at (479)636-2081.

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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 and Physical Address

\_\_\_\_\_  
Signature and Physical Address