



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

Variance

Appeal of Staff Interpretation
Fee: \$125.00

Application & Checklist

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Board of Adjustments agenda until the application is completed and required information provided to the Planning Department 15 calendar days prior to the next Planning Commission meeting.

Property Information:	Address:	Project Information:	Request (select one):	
	Parcel #		<input type="checkbox"/> Administrative Appeal	<input type="checkbox"/> Variance from Code Section: _____
	Acres		Building Size (square feet): Existing: _____ Proposed: _____ Date existing structure was built: _____	

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

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

Application / Representative: I certify 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 appeal. 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 that I am the owner of the property this is the subject of this application and 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: _____

Official Use Only	Date Application Submitted:	PC Meeting Date:
	Date Accepted as Complete:	Zone:

Variance / Appeal of Staff Interpretation Checklist

- Application. Completed application form.
- Fee. Payment of the application fee.
- Plan Drawing. Submit (10) copies of the site plan drawn to scale showing all existing and proposed structures dimensioned from the structure to the property line. Existing setbacks and required setbacks must also be shown on the site plan. The site plan should be on 8 ½ X 11 or 11 X 17.
- Deed / Survey. A copy of the deed or survey of the property.
- Narrative. Written explanation of the appeal on separate sheet demonstrating each of the following criteria:
 - A. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land structures or buildings in the same district.
 - B. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
 - C. That the special conditions and circumstances do not result from the actions of the applicant.
- Certified Letters must be sent, by the applicant, to all property owners within 300 feet of the property line. The notification letter will be supplied by the Planning Department. The applicant is responsible for making the needed copies and mailing out the certified letters along with the notice of intent to rezone. A list of all owners within 300 ft of the property line needs to be supplied to the Planning Department for verifying purposes. It is preferred that all certified receipts be received by the Planning Department within 48 hours of mailing.
- Easement agreement (if applicable).

Please Note the following:

*No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a Variance.

*Depending on the nature of the Variance request, additional information may include, but is not limited to: photographs or an architect's drawing renderings or a proposed building plan as deemed necessary by the Planning Department staff and/or the Board of Adjustments.

*If there is no representation at the Board of Adjustment meeting, the board members reserve the right to table or deny this item per their discretion.

*The City will place a public hearing sign on the property 15 days prior to the scheduled public hearing.

*If required notifications or mailings do not meet the specific guidelines the review for approval may be delayed.