

NOTE:

**APPLICANT NEEDS 15 COPIES OF EACH DOCUMENT
ASSEMBLED INTO PACKETS**

**INFORMATION FOR PETITIONER CONCERNING
REZONING IN THE CITY OF VAN BUREN, ARKANSAS**

1. GENERAL INFORMATION

- A. PETITIONS MUST BE PRESENTED TO THE PLANNING COMMISSION ASSISTANT IN THE PLANNING DEPARTMENT AT 1003 BROADWAY. A PROCESSING FEE OF \$25.00 IS REQUIRED ALONG WITH THE PETITION. CHECKS MADE OUT TO THE CITY OF VAN BUREN, OR CASH, MUST BE REMITTED WITH THE PETITION AND BE PAID TO THE CITY CLERK'S OFFICE.**
- B. A LEGAL NOTICE WILL BE PLACED IN THE LOCAL NEWSPAPER THIRTEEN (13) DAYS PRIOR TO PUBLIC HEARING. PUBLICATION FEES MUST BE PAID BEFORE THE REQUEST WILL BE PLACED ON THE AGENDA FOR THE PLANNING COMMISSION. PROOF OF PAYMENT MUST BE PRESENTED TO THE ASSISTANT IN THE PLANNING DEPARTMENT.**
- C. REZONE PETITIONS MUST BE FILED WITH THE PLANNING DEPARTMENT OFFICE THREE WEEKS PRIOR TO THE PUBLIC HEARING.**
- D. A SIGN WILL BE POSTED ON THE PROPERTY FOR 15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING.**

2. PETITION SHALL INCLUDE THE FOLLOWING INFORMATION:

- A. LETTER OF REQUEST ADDRESSED TO:
THE HONORABLE BOB FREEMAN, MAYOR,
AND MEMBERS OF THE CITY COUNCIL,
AND MEMBERS OF THE PLANNING COMMISSION**
- B. LETTER MUST CONTAIN:
 - 1. OWNERS NAME AND SIGNED CONSENT IF SUBMITTED BY SOMEONE OTHER THAN THE OWNERS.**
 - 2. ZONING DISTRICT YOU ARE REQUESTING**
 - 3. REASONS AND/OR INTENTIONS FOR THE REQUESTED CHANGE IN ZONING**
 - 4. ANY OTHER INFORMATION PERTINENT TO THE REQUESTED REZONING**
 - 5. ACCURATE ADDRESS OF THE PROPERTY INVOLVED, INCLUDING THE LEGAL DESCRIPTION. PLATTED SECTIONS WILL HAVE LOT AND BLOCK NUMBERS.****

6. DESCRIPTION OF ANY EXISTING STRUCTURES ON THE PROPERTY AND CURRENT USE OF STRUCTURES. FOR EXAMPLE:

- (a) RESIDENTIAL: 1400 SQ.FT. ONE STORY RICK/FRAME STRUCTURE BEING USED AS A SINGLE FAMILY DWELLING**
- (b) COMMERCIAL: 40,000 SQ. FT. ONE STORY – 20 FEET HIGH METAL BUILDING USED AS WAREHOUSE**

C. ATTACHEMENTS REQUIRED:

- 1. VICINITY MAP OF THE AREA TO BE REZONED, INCLUDING SURROUNDING PROPERTY AND THE PRESENT ZONING**
- 2. SURVEY OF THE PROPERTY TO BE REZONED**
- 3. INCLUDE ANY GEOGRAPHICAL PROBLEMS AND/OR EXISTING**

NOTE:

***** THE PETITIONER OR A REPRESENTATIVE OF THE PETITIONER KNOWLEDGEABLE OF THE INFORMATION CONCERNING THE REQUEST MUST BE PRESENT AT THE PUBLIC HEARING AND AT THE CITY COUNCIL MEETING*****

3. MEETING DATES

A. PLANNING COMMISSION MEETS THE FIRST TUESDAY OF EACH MONTH AT 7:00 P.M. IN THE COUNCIL ROOM OF THE MUNICIPAL COMPLEX AT 1003 BROADWAY, VAN BUREN, ARKANSAS

B. PROVIDING THE PLANNING COMMISSION RECOMMENDS APPROVAL OF THE REZONE REQUEST ON TO THE CITY COUNCIL, THE REQUEST WILL AUTOMATICALLY BE PLACED ON THE AGENDA OF THE NEXT CITY COUNCIL MEETING

C. CITY COUNCIL MEETINGS ARE HELD THE THIRD MONDAY OF EACH MONTH. PACKETS FOR THE CITY COUNCIL MEMBERS TO REVIEW MUST BE DELIVERED TO THE MAYOR'S OFFICE 6 WORKING DAYS BEFORE THAT MEETING

APPEAL PROCEDURES

ZONING REGULATIONS ORDINANCE NO. 7-1963 AS AMENDED

A. ARTICLE IX. SECTION (I). (f).

APPEAL BY PETITION TO CITY COUNCIL. FOLLOWING DISAPPROVAL OF A PROPOSED AMENDMENT BY THE PLANNING COMMISSION TO PETITIONER MAY APPEAL SUCH DISAPPROVAL TO THE CITY COUNCIL, PROVIDED THAT THE PETITIONER STATES SPECIFICALLY IN WRITING TO THE CITY CLERK WHY HE CONSIDERS THE PLANNING COMMISSION'S FINDINGS AND

DECISIONS ARE IN ERROR. SUCH APPEAL SHALL BE FILED WITH THE CITY CLERK WITHIN FIFTEEN (15) DAYS FROM THE DATE OF THE PLANNING COMMISSION ACTION.

B. ARTICLE IX. SECTION (I). (g).

RE-PETITIONS FOR AMENDMENTS. NO APPLICATIONS FOR ZONING AMENDMENTS WILL BE CONSIDERED BY THE PLANNING COMMISSION WITHIN (12) MONTHS FROM THE DATE OF FINAL DISAPPROVAL OF A PROPOSED AMENDMENT UNLESS THERE IS EVIDENCE SUBMITTED TO THE PLANNING COMMISSION, WHICH JUSTIFIES RECONSIDERATION