

**\*You need 15 copies of each document assembled in packets\***

## **INFORMATION FOR PETITIONER CONCERNING VARIANCE REQUEST**

### **CITY OF VAN BUREN, ARKANSAS**

#### **GENERAL INFORMATION**

- 1. PETITIONS MUST BE PRESENTED TO THE PLANNING COMMISSION ASSISTANT IN THE BUILDING DEPT. OFFICE AT THE MUNICIPAL COMPLEX, 1003 BROADWAY, ROOM 104. A PROCESSING FEE OF \$10.00 IS REQUIRED ALONG WITH THE PETITION. CHECKS MUST BE MADE OUT TO THE CITY OF VAN BUREN, OR CASH MUST BE REMITTED WITH THE PETITION.**
- 2. A LEGAL NOTICE OF PUBLIC HEARING MUST BE PLACED IN THE LOCAL NEWSPAPER. PUBLICATION FEES MUST BE PAID BEFORE THE REQUEST WILL BE PLACED ON THE AGENDA FOR PLANNING COMMISSION. PROOF OF PAYMENT MUST BE PRESENTED TO THE ASSISTANT IN THE BUILDING INSPECTOR'S OFFICE.**
- 3. VARIANCE PETITIONS MUST BE FILED WITH THE PLANNING DEPT. OFFICE THREE (3) WEEKS PRIOR TO THE PUBLIC HEARING.**
- 4. A SIGN WILL BE POSTED ON THE PROPERTY FOR 15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING.**

**PETITION SHALL INCLUDE THE FOLLOWING INFORMATION:**

- 1. LETTER OF REQUEST ADDRESSED TO MEMBERS OF THE PLANNING COMMISSION**
- 2. THIS LETTER MUST CONTAIN:**
  - a. OWNERS' NAME, AND SIGNED CONSENT IF SUBMITTED BY SOMEONE OTHER THAN THE OWNER. THE PETITIONER OR A REPRESENTATIVE OF THE PETITIONER KNOWLEDGEABLE OF THE INFORMATION CONCERNING THE REQUEST MUST BE PRESENT AT THE PUBLIC HEARING.**
  - b. PRESENT ZONING OF THE PROPERTY**
  - c. REASON FOR THE REQUEST**
  - d. ANY OTHER INFORMATION PERTINENT TO THE REQUEST**
  - e. ACCURATE ADDRESS OF THE PROPERTY INVOLVED, INCLUDING THE LEGAL DESCRIPTION. PLATTED SECTIONS WILL HAVE LOT AND BLOCK NUMBERS (SURVEY).**
  - f. DESCRIPTION OF ANY EXISTING STRUCTURES ON THE PROPERTY AND CURRENT USE OF STRUCTURES,**

**FOR EXAMPLE:**

**RESIDENTIAL: 1400 SQ. FT. ONE STORY BRICK/FRAME STRUCTURE BEING USED AS A SINGLE FAMILY DWELLING**

**COMMERCIAL: 40,000 SQ. FT. ONE STORY-20 FEET HIGH METAL BUILDING USED AS A WAREHOUSE  
(OR ANOTHER EXAMPLE)**

**COMMERCIAL: 2400 SQ. FT. ONE STORY FRAME STRUCTURE USED AS A CONVENIENCE STORE**

### **3. ATTACHMENTS REQUIRED**

- a. VICINITY MAP OF THE AREA, INCLUDING SURROUNDING PROPERTY, INCLUDING ANY STRUCTURES WITHIN 50 FEET OF YOUR PROPERTY**
- b. PLOT PLAN SHOWING STRUCTURE, (IF ANY), OR POINTING OUT WHERE VARIANCE IS REQUESTED, AS WELL AS ANY GEOGRAPHICAL PROBLEMS AND/OR EXISTING CONDITIONS WHICH MAY BE PERTINENT TO THE REQUEST**

### **4. MEETING DATES**

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

### **5. APPEAL PROCEDURES**

**ZONING REGULATIONS ORDINANCE NO. 7-1963 AS AMENDED  
(SECTION 4, ORD. #19-1983)**

APPEAL FROM THE DECISION OF THE PLANNING COMMISSION FOR A VARIANCE SHALL BE TO THE CITY COUNCIL OF THE CITY OF VAN BUREN. NOTICE OF APPEAL SHALL BE FILED WITH THE MAYOR'S OFFICE WITHIN THIRTY (30) DAYS FROM THE DETERMINATION BY THE PLANNING COMMISSION. AN ADDITIONAL FEE SHALL BE PAID UPON FILING OF THE NOTICE IN THE AMOUNT OF THE PUBLICAITON COSTS. THE PLANNING COMMISSION SHALL THEN HAVE MAILED A NOTICE OF HEARING BEFORE THE CITY COUNCIL TO ALL PERSONS PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING COMMISSION. A NOTICE OF HEARING SHALL ALSO BE PUBLISHED ONE TIME PRIOR TO HEARING IN A LEGAL NEWSPAPER HAVING GENERAL CIRCULATION IN THE CITY OF VAN BUREN, ARKANSAS.

VARIANCE REQUEST INFORMATION