

City of Tontitown, Arkansas

Rev 2011-05-13

Rezoning Application & Checklist

Available online at <http://tontitown.com/pdfs/rezoningper.pdf>

FOR STAFF USE ONLY

Date Application Submitted: _____

Forward Date To NWRPC: _____

Date Accepted as Complete: _____

Application #: _____

PC Meeting Date: _____

Zone: _____

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.

Representative

Contact Information: *Indicate where correspondence should be sent.*

Representative: _____ Day Phone: _____

Business Name: _____ Fax #: _____

Address: _____ E-mail: _____

Property Owner: _____ Day Phone: _____

Contact Name: _____ Fax #: _____

Address: _____ E-mail: _____

Property Description:

Site Address: _____ Acreage: _____

Parcel Number: _____

Current Zoning: _____ Proposed Zoning: _____

Proposed Land Use: _____

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 _____

Rezoning Application & Checklist

Available online at http://tontitown.com/pdfs/rezoningper.pdf

Checklist:

Please Note: THE REZONING APPLICATION WILL NOT BE ACCEPTED AT THE DATE OF SUBMITTAL IF THE FIRST FIVE ITEMS ARE NOT MET.

- 1. Application (Required at time of application submittal): Completed application form.
2. Fee (Required at time of application submittal): Payment of the application fee as shown on this link http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates\$fn=default.htm\$3.0\$vid=amlegal:tontitown_ar\$anc=
3. Warranty Deed (Required at time of application submittal): A copy of the warranty deed showing the current ownership of the property is required.
4. Legal Description (Required at time of application submittal): A digital copy of an accurate legal description of the property must be submitted in PDF format.
5. Narrative (Required at time of application submittal): A typed or written statement addressing each of the following must be submitted:
6. Notification:

Rezoning Application & Checklist

Available online at <http://tontitown.com/pdfs/rezoningper.pdf>

Required Steps

1. Locate all the property owners within **200 feet** of the subject property. This information may be obtained from the City of Tontitown's G.I.S. site, a Title Company, which is listed in the yellow pages under *Title Companies* or it may be individually researched.
2. Obtain an 8.5" X 11" vicinity map from the Planning Department or create your own. The Planning Department can provide you with a vicinity map **per your request** two days (Wednesday) after the date of application submittal. **It is your responsibility to obtain a vicinity map.**
3. Complete the public notice letter provided within this application and attach a vicinity map. **Do not send public notices without a vicinity map.**
4. The public notices and attached vicinity map must be sent to all property owners within 200 feet by certified mail.
5. The following must be submitted to the Planning Department **by the third Wednesday of the month the application was made:**
 1. List of property owners within 200 feet signed by the authenticator.
 2. Certified mail receipts.
 3. Copy of sent public notice form and attached vicinity map.

***If the notification process is not completed per the steps listed above, this item will be REMOVED from the agenda and the item must be RESUBMITTED. NO EXCEPTIONS.**

Other Information:

*The Planning Department staff will advertise this rezoning request and notice of a public hearing in a local newspaper no later than 15 days prior to the Planning Commission date.

*The Planning Department staff will post a public hearing sign on the subject property no later than 15 days prior to the Planning Commission date.

Procedure to withdraw a rezoning request:

A rezoning request may be withdrawn by two methods:

- A. The owner(s) may make the request in writing and submit that request to the Planning Department one week before the Planning Commission meeting at which the public hearing will be held.
- B. The owner(s) may appear at the public hearing and request that the rezoning be withdrawn.

*The applicant will not receive a refund if the item is removed from the agenda.

IF REZONING IS APPROVED, THE PLANNING COMMISSION CHAIRMAN WILL FORWARD INFORMATION TO CITY ATTORNEY TO PREPARE ORDINANCE TO FORWARD FOR CITY COUNCIL ACTION.

City of Tontitown, Arkansas

Rev 2011-05-13

Rezoning Application & Checklist

Available online at <http://tontitown.com/pdfs/rezoningper.pdf>

NOTICE OF INTENT TO REZONE

_____ has requested The Tontitown 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 _____ p.m. It will be held at 235 E. Henri DeTonti Blvd.

This notification is in response to the requirement that all property owners within 200 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 to: City of Tontitown Planning Department, P.O. Box 543, Tontitown, AR 72770. Email to building2@tontitown.com or fax to 501-421-0012.
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) 361-2996 ext 3.

() I/we have no objections to the rezoning.

() I/we object to the rezoning because:

Signature

Signature

Rezoning Application & Checklist

Available online at <http://tontitown.com/pdfs/rezoningper.pdf>

Planning Commission Process Flow

