NOTIFICATION REQUIREMENTS

Written Notification Process:

(1) The applicant shall mail a written notice of the hearing by first-class mail to the address of each adjacent landowner as such address is shown in the records of the Washington County Assessor's Office. Adjacent landowners include those across street rights-of-way, excluding interstates.
   a. CUP applications for special uses must notify all property owners in writing within 500 feet of the perimeter of the property. CUP special uses include: Dance halls; Facilities emitting odors and facilities handling explosives; wireless communication facilities; carnival, circus, amusement park or similar temporary open-air enterprise; manufactured and mobile homes; outdoor music establishments; sexually oriented business.

(2) By the revision submittal prior to the public hearing, the applicant shall provide the following to the Planning Division (contact staff planner for submittal deadline):
   a. alphabetical list of the landowners receiving notification (County Assessor’s Office)
   b. map showing the landowners’ relationship to the site (County Assessor’s Office)
   c. copy of the notice sent to the landowners (example attached)
   d. certificate of mailing (example attached)

Sign Posting Process:

(1) Signs shall be made available to the applicant by the Planning Division. A $5 fee per sign shall be remitted by the applicant (contact staff planner for date to pick up sign).
   a. The applicant shall post notice on the land for which the use is requested in a visibly prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
   b. The staff planner may require an alternate location where the property is not adjacent to a street.
   c. Additional signs may be required by the staff planner.

(2) By the revision submittal prior to the hearing, the applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (example attached).

(3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.
CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this _____ day of ________, 20___, and addressed as follows:

Name: __________________
Street Address: __________________
City, State, Zip: __________________

Name: __________________
Street Address: __________________
City, State, Zip: __________________

Name: __________________
Street Address: __________________
City, State, Zip: __________________

Name: __________________
Street Address: __________________
City, State, Zip: __________________

________________________________
(name of person completing the mailing)

________________________________
(signature of person completing the mailing)

City File No./Name: ____________________________
WRITTEN NOTIFICATION FORM

Project Description:
The applicant Name proposes a Type of Development at Project Address.

Building/land Use: _______________________

Zoning: _______________________

Size of Property: _______________________

Density/Intensity: _______________________

Public Hearings:

Planning Commission; 5:30 PM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Property Owner:
Name: _______________________
Phone #: _______________________

Developer:
Name: _______________________
Phone #: _______________________

Review Location:
The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.
CERTIFICATE OF SIGN POSTING

I, __________________________________(print the name of the applicant/representative/person posting sign), attest that the above sign was posted on __________________________(month/day/year) adjacent to _________________________________ (name of street).

________________________________________________
(signature of person completing the sign posting)

City File No./Name: ________________________________