

## CITY OF FAYETTEVILLE, ARKANSAS

# REZONING

Please fill out the online submittal portal fields in Energov completely, supplying all necessary information and documentation to support your request. [https://egov.fayetteville-ar.gov/EnerGov\\_Prod/SelfService#/home](https://egov.fayetteville-ar.gov/EnerGov_Prod/SelfService#/home)  
*Your application will not be placed on the Planning Commission agenda until this information is furnished.*

**Prior to submittal please clear all Viewports that were exported from the original CADD file as a part of the PDF. These may prevent staff consideration and delay review or approval of your project.**

### Rezoning Checklist:

*Include the following items in PDF format when applying online:*

- (1) Payment in full of applicable fees for processing the application: Due upon invoicing.
  - \$325.00 application fee
  - \$5.00 public notification sign fee per sign (additional signs may be required).
- (2) A legal description of the property to be rezoned.
- (3) It is preferred that all submittal items be provided in PDF format with the legal description in MS Word.
- (4) A statement explaining the compatibility of this proposed rezoning with neighboring property and explaining why the proposed rezoning will not unreasonably adversely affect or conflict with surrounding land uses.
- (5) The applicant is responsible for meeting the public notification requirements for a Rezoning listed on the Notification Requirements pages in this application. **This is required at a later date after initial submittal of the request. Staff will contact applicant.**

***It is recommended that applicants meet with a staff planner prior to submitting a rezoning application.***

## **NOTIFICATION REQUIREMENTS**

**This is required later after initial submittal online. A member of Development Services staff will contact you directly before this is required.**

### **Written Notification Process:**

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. The applicant shall provide the following to the Planning Division (**contact staff planner or Development Services coordinator for submittal deadline**):
  - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
  - b. map showing the landowners' relationship to the site (City's Address Point File)
  - c. copy of the notice sent to the landowners and residents (**example attached**)
  - d. certificate of mailing (**example attached**)
  - e. [Click here to learn how to create the list of those being notified.](#)

### **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 or Dev. Svcs. coordinator for date to pick up sign**).
  - a. The applicant shall post notice on the land for which the use is requested in a visible, 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) 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.

**THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET**

**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:* \_\_\_\_\_

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**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:**

As of issuance of this letter you can attend City meetings in person or online by going to the following City webpage and selecting the meeting(s) listed below. Although the meeting(s) and date(s) below are accurate, participation instructions are forthcoming or can be found the week of a meeting at:

<https://www.fayetteville-ar.gov/1503/Meeting-Agendas-and-Video>

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.

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**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: \_\_\_\_\_