

NOTIFICATION REQUIREMENTS – PLANNING COMMISSION

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. 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.*
3. 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

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 and as result of the City of Fayetteville mayoral declaration closing City Hall, public meetings are being held remotely. Although the meetings and dates 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>

Subdivision Committee; 9:00 AM; Month/Date/Year

Planning Commission; 5:30 PM; Month/Date/Year

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location, Meeting Details, & Public Comment:

The project information is available for public review from the City of Fayetteville Planning Division. Additionally public comment can be made and meeting information can be requested at planning@fayetteville-ar.gov or 479.575.8267.

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: _____
City, State, Zip: _____

Name: _____
Street: _____
City, State, Zip: _____

Name: _____
Street: _____
City, State, Zip: _____

Name: _____
Street: _____
City, State, Zip: _____

Name: _____
Street: _____
City, State, Zip: _____

Name: _____
Street: _____
City, State, Zip: _____

(name of person completing the mailing)

(signature of person completing the mailing)

City File No. /Name: _____

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: _____