

**WEST MEMPHIS BOARD OF ADJUSTMENT
APPLICATION CHECK LIST**

- I. Petition for Variance Request should include one or more of the following:**
- 1. _____ Petition for Variance Request. (Filing fee of \$35.00)**
 - 2. _____ Applications should be presented to the Planning and Development Department at least fifteen (15) days prior to the meeting date. (The meeting date is always the second (2) Thursday in each month, unless otherwise notified.)**
 - 3. _____ All applications and notices should include a street address and legal description.**
 - 4. _____ Property must be posted for a Variance Request. (\$25.00 sign deposit - City will provide sign.)**
 - 5. _____ Public notice to be taken to the newspaper so it can be published at least one (1) time, seven (7) days, prior to the public hearing date. (Notice fee varies by advertisement length and fee is responsibility of applicant.)**
 - 6. _____ After approval, applicant can obtain necessary permit.**

**BOARD OF ADJUSTMENT APPLICATION
WEST MEMPHIS, ARKANSAS**

Petition Case No:

Filing Date:

Applicants Name:

Mail Address:

Phone No: _____ Fax No:

Request is hereby made to make a determination in the following matter:

- Locate District Boundary**
- Extension into a District**
- Grant a Variance**
- Resolve a Special Question**
- Grant a Special Exception**
- Grant a General Exception**
- Overrule Inspector's Decision**
- Grant Rehearing**
- Other:**

PREMISES IN QUESTION:

Owner of premises:

Phone No: _____ Fax No:

Address of premises in question:

Legal Description: Lot _____ Block _____ Subdivision

Present Zone:

Lot Size: _____ Present Use:

Present Improvements on Parcel:

Proposed Use:

This application is hereby referred to the Board of Adjustment for the reason that:

Section: _____ Paragraph: _____, of Zoning Ordinance 1988, as amended, States:

- Plot Plan attached showing all existing structures drawn to accurate scale, as well as, proposed structures, and all structures on adjacent properties within 50 feet of lot lines.**
- Floor plan and elevations attached.**

Has a previous case been filed before the Board of Adjustment in connection with this premises? Yes No

If yes state Case No.; Date and Decision made by Commission

_____ .

If a variance request is being made, state specific hard ship.

Give reason for the Request and why you believe the Board should approve this request:

I hereby certify that all foresaid statements and the statements contained in any attachments or plans submitted herewith are true to the best of my knowledge and belief. I have authorized to file the request _____.
Name of Authorized Representative

Property Owner Signature: _____ Date: _____
Fee Paid: () Check No. _____ () Cash Receipt No. _____ Date

City Clerk Signature

**Board of Adjustment
West Memphis, Arkansas**

DECISION

Date: _____

Case No:

Date of Hearing: _____

Case Description:

The Board of Adjustment has made the following determination on the above numbered case, and:

Recommended to _____.

The file on this case, and summary of the testimony may be seen at the office of the secretary. Unless otherwise stated any determination of the Board, which authorizes the granting of a building permit, shall expire if the applicant fails to obtain said permit within 60 days of the date hereof, which should be obtained from the City Building inspectors office at City Hall, West Memphis, Arkansas.

Board-of-Adjustment

Secretary

PUBLIC NOTICE - COVER SHEET

Date:

Department: City _____ Other

Please publish the attached Public Notice _____ times on the following dates:

If the box above is checked "City" send Proof of Publication to the City of West Memphis, Attention: Renita Rash, Purchasing Agent: P.O. Box 1728, West Memphis, AR 72303.

If the box is checked "Other" send Proof of Publication to City of West Memphis, AR 72303, Attention Renita Rash, P.O. Box 1728, West Memphis, AR 72303. ("However", please bill the party listed below.)

"PLEASE CHARGE PUBLICATION TO":

Department Head Signature

Date

Authorized Assistant Signature

Date

**BOARD-OF-ADJUSTMENT
LEGAL NOTICE**

Notice of Public Hearing on Petition for variance before the Board-of-Adjustment of the City of West Memphis, Arkansas. In the matter of _____, Notice is hereby given that _____ will present a petition to the Board-of-Adjustment of the City of West Memphis, Arkansas, at its regular meeting on Thursday, _____, 2006, at 5:00 P.M., in the Conference Room, at 205 South Redding, West Memphis, Arkansas, requesting _____.

On the following described property located in West Memphis, Arkansas, to wit:

Street Address:

Legal Description:

and Ordinance No. 1988, an Ordinance of the City of West Memphis, Arkansas, be varied, to permit such variance. All persons who may have any objections to the granting of such petition for a variance are notified to be in attendance on the above date to state their objections to the Board-of-adjustment.

Given this _____ day of _____, 2006.

Board-of-Adjustment
Randy Catt, Chairman

By:
Paul Luker, Director of Planning and Development