

**WEST MEMPHIS PLANNING COMMISSION
APPLICATION CHECK LIST**

- I. Petition for Rezone and Special Permit Use should include one or more of the following:**
- 1. Petition for Comprehensive Plan change and public notice for Comprehensive Plan Change. (City will provide sign for posting of property - \$ 25.00 sign deposit.)**
 - 2. Public notice for Zone change. (Filing fee of \$ 75.00.) (Proof of notification to property owners within 500 feet of proposed zone change.) (City will provide sign for posting of property - \$ 25.00 sign deposit.)**
 - 3. Public notice for Special Permit Use. (Filing fee of \$ 50.00.) (City will provide sign for posting of property - \$ 25.00 sign deposit.)**
 - 4. All applications and public notices should include a street address and legal description.**
 - 5. Applications should be presented to the Planning and Development Department at least twenty (20) days prior to the meeting date. (The meeting date is always the last Wednesday in each month, at 3:30 PM, unless otherwise notified)**
 - 6. Public notices to be taken to the newspaper so they can be published at least one(1) time, fifteen (15) days prior to the public hearing date. (Notice fee varies by length of advertisement.) (Proof of publication is required prior to meeting date.)**
 - 7. After approval, a Rezone and Special Permit Use requires an Ordinance be prepared. A Resolution must be prepared for a Comprehensive Plan change. The Ordinance and/or Resolution must be returned to the Planning and Development to be placed on the earliest City Council Agenda for approval. (The City Council meets two (2) times monthly, unless otherwise notified.) It takes (3) readings by the Council for an Ordinance to be passed and 30 days after the third reading to become effective.)**
 - 8. All Ordinances dealing with zoning are required, by law, to be publicized. You will be billed by the City Clerk's Office for the printing costs of the ordinance after it is adopted by the City Council.**

PLANNING COMMISSION APPLICATION

PETITION NO. _____

FILING DATE:

PETITION REQUEST:

TO THE WEST MEMPHIS PLANNING COMMISSION:

1. NAME OF APPLICANT:
MAILING ADDRESS:

PHONE NO:
FAX NO:

2. APPLICATION IS HEREBY MADE TO THE CITY PLANNING COMMISSION, PURSUANT TO THE ARKANSAS LAW ON CITY PLANNING, ACT 186 OF 1957, ACTS OF ARKANSAS, AS AMENDED, AND THE WEST MEMPHIS ZONING ORDINANCE NO. 1988, AS AMENDED, PETITIONING FOR _____ OF THE FOLLOWING DESCRIBED AREA:

STREET ADDRESS OR APPROXIMATION THEREOF: _____

LEGAL DESCRIPTION: _____

3. TITLE TO PROPERTY IS VESTED IN:
ADDRESS: _____

CONTACT PHONE NO: _____
FAX NO:

4. REQUEST IS BEING MADE BY THE APPLICANT TO CONSIDER _____

5. **PRESENT USE OF PROPERTY:**
6. **DESIRED USE OF PROPERTY:**
7. **A STATEMENT EXPLAINING WHY THE PROPOSED CHANGES WILL NOT CONFLICT WITH SURROUNDING LAND USES AND/OR THE COMPREHENSIVE PLAN: _____**
8. **ARE THERE ANY DEED RESTRICTIONS PERTAINING TO THE USE OF THIS PROPERTY ? (YES) OR (NO) IF YES DESCRIBE:**
9. **INCLUDE MAP OF SUBJECT PROPERTY HERewith AND THE MAP SHOWS:**
 - (A.) **THE DIMENSIONS OF EACH PROPERTY LINE AND ANY ADJOINING RIGHT-OF-WAY;**
 - (B.) **THE OUTLINE OF ANY BUILDINGS ON SUBJECT PROPERTY AND ADJACENT PROPERTIES, AND;**
 - (C.) **LAND USES OF ALL LANDS ADJACENT TO, OR LOCATED DIRECTLY ACROSS THE STREET FROM THE SUBJECT PROPERTY.**
10. **THE APPLICATION FILING FEE OF _____ HAS BEEN PAID TO THE CITY CLERK.**
11. **IT IS UNDERSTOOD THAT NOTICE OF THE PUBLIC HEARING BEFORE THE PLANNING COMMISSION WILL BE PUBLISHED AT LEAST ONE (1) TIME (15) DAYS PRIOR TO SAID HEARING IN A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY.**

ADDITIONALLY, WHEN MAKING A ZONE CHANGE REQUEST, IF THE ZONING CHANGE DOES NOT CONFORM TO THE LAND USE CLASSIFICATION SHOWN ON THE COMPREHENSIVE PLAN, THE PLANNING COMMISSION MUST FIRST CONSIDER AT A PUBLIC HEARING THE NECESSARY CHANGE IN THE COMPREHENSIVE PLAN. THIS WILL REQUIRE A SEPARATE LEGAL NOTICE WHICH MUST ALSO BE PUBLISHED (15) DAYS PRIOR TO THE PUBLIC HEARING. IT IS THE RESPONSIBILITY OF THE APPLICANT TO PUBLISH THESE REQUIRED NOTICES.

(ALSO, IT IS THE PROPERTY OWNERS RESPONSIBILITY TO CONTACT, BY CERTIFIED MAIL, ALL PROPERTY OWNERS, WITHIN 500 FEET OF THE PROPERTY BEING REZONED. (PROOF OF CERTIFIED MAILING MUST BE PROVIDED.)

12. **POSTING OF SIGN.** THE PROPONENT OF CHANGE SHALL POST A SIGN ON THE PROPERTY (15) DAYS PRIOR TO THE DATE OF THE PUBLIC HEARING AND ON WHICH IS SET FORTH THE DATE AND PLACE OF THE HEARING AND THE EXISTING AND PROPOSED CHANGE, IN ZONING CLASSIFICATION. (THE SIGN WILL BE FURNISHED BY THE CITY AND SUBJECT TO A \$25.00 DEPOSIT.)
13. UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS PETITION, INCLUDING ACCOMPANYING MATERIALS AND STATEMENTS, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT AND COMPLETE.

PETITIONER(S) SIGNATURE:

MAIL ADDRESS:

PHONE NO: _____ FAX NO:

CITY CLERK

APPLICATION FEE PAID _____
(CASH) (CHECK NO.)

RECEIPT NO: _____ DATE: _____

CITY CLERK SIGNATURE

DATE

BILL PROOF OF PUBLICATION TO:

(INCLUDE NAME, ADDRESS
CITY, STATE & ZIP)

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

NOTICE

**NOTICE is hereby given that application has been made to the West Memphis City
Planning Commission _____ on the following described property, to wit:**

Common Address:

Legal Description:

**A public hearing will be held before the West Memphis City Planning Commission, at City
Hall, at 3:30 P.M. on _____, for the purpose of hearing objections, if any, to
_____ herein above stated.**

**All persons having an interest therein or objections thereto are hereby notified to appear
on said date for the purpose of making known their objections, if any.**

Dated this _____ day of _____, 2006.

**CITY PLANNING COMMISSION OF
THE CITY OF WEST MEMPHIS**

BY: