

CITY OF HIGHFILL, ARKANSAS
APPLICATION & CHECKLIST FOR
REZONING REQUEST

FOR STAFF USE ONLY

FEE: \$325.00

Date Application Submitted: _____
Date Accepted as Complete: _____
Case/Appeal Number: _____
Public Hearing Date: _____

APPLICATION FORM

Please fill out this form completely, supplying all necessary information and documentation to support your request. This Application should include all of the information described in the checklist with this Application. ***Your Application will not be placed on the Planning Commission agenda until this information is furnished.***

I. GENERAL INFORMATION

- A. Applicant: _____ Phone _____
Address: _____ Fax #: _____

- B. Representative: _____ Phone _____
Address: _____ Fax # _____

- C. Property Owner: _____ Phone _____
Address: _____ Fax #: _____

- D. Indicate where correspondence should be sent:
- Applicant
 - Representative
 - Owner

II. PROPERTY DESCRIPTION

- A. Site physical address: _____

- B. Current Zoning District: _____
- C. Proposed Zoning District: _____
- D. School District where property is located: _____
- E. Legal Description of Property (as found on deed or current survey). Attach to this Application.

III. FINANCIAL INTERESTS

- A. Please attach to this Application a list of all entities and/or people having a financial interest in this project.

IV. NOTICE REQUIREMENTS

- A. It is understood that notice of the public hearing on this rezoning request must be sent to all property owners adjacent to the exterior boundaries of the subject property, include across streets and alleys. This should also include notice to the record owners of all properties within 200 feet of the subject property. The notice will be given in accordance with the requirements set forth in the Checklist given with this Application.
- B. It is understood that Notice of the public hearing on this rezoning request must be sent to the Board of Directors for the School District where the Property is located. This Notice should be the same as the Notice provided to the adjacent landowners, as required hereinabove.
- C. It is understood that the cost of all of the foregoing Notices shall be borne by the Applicant.

APPLICANT/REPRESENTATIVE. - I certify under penalty of perjury that the foregoing statements and answers herein made, and all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application, completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions for approval.

_____ Date: _____
(Signature)

PROPERTY OWNER: I certify under penalty of perjury that I am the owner of the property that is the subject of this Application and that I have read this Application and consent to its filing. I further certify that the above-referenced Applicant/Representative (if different from owner) is hereby authorized to act on my behalf in all respects relating to this Application and to represent me in this matter.

_____ Date: _____
(Signature)

CHECKLIST FOR APPLICATION*

- | YES | NO | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed Application form signed by property owner. If the applicant is different from property owner, then it must be signed by applicant also. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Payment of the application fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Before the Planning Commission shall consider a request for rezoning of any property, the Applicant for such action shall first give <u>not less than 15 days written notice</u> of the public hearing thereon to all of the record owners of properties situated within 200 feet thereof, and also to the Board of Directors of the affected School Districts. Such notice shall be sent by certified or registered mail to the last known address of such record owners, and the Applicant shall execute and file with the City Recorder an affidavit showing compliance herewith, attaching as exhibits to such affidavit official evidence that the notices have been so mailed. The affidavit required and the supporting exhibits must be filed with the City Recorder <u>no later than 10 calendar days</u> prior to the public hearing meeting date. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Assessor's parcel numbers for all adjoining property owners along with a copy of the applicable assessor's parcel map showing subject parcels with property owner's names printed on the property that they own. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. A copy of the deed to the subject property must be submitted with this Application. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. The Applicant shall submit as part of the Application a recent survey certified by a registered land surveyor. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. The Applicant must submit one copy of any bill of assurance, protective covenants, or other such restrictions filed of record. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. A written statement with the following information: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Explanation of the proposed zoning change including current owner information and any proposed sales. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Reason for requesting zoning change. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Statement of how the property will relate to surrounding properties |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Use |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Traffic |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Appearance |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Signage |

*Applicant shall positively certify each item. Where "No" or "N/A" is checked, Applicant shall submit a written explanation why the item is not positively certified.

