



VARIANCE REQUEST APPLICATION PACKET

- **Applicant Information**
 - **Submittal Checklist**
 - **Application Form**
- **Notification Requirements**
- **Sample Documents (Letters, Certificates, Affidavits, Etc.)**

City of Greenland, Arkansas
Board of Zoning Adjustment
8 E. Ross Street
P.O. Box 67
Greenland, AR 72737
Phone (479) 521-5760; Fax (479) 521-7780

City of Greenland, Arkansas Variance Request Submittal Checklist

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The following items must be turned into the City of Greenland City Hall on or before the 5th day of the month prior to the Planning Commission / Board of Zoning Adjustment meeting at which the request is to be considered. If the 5th falls on a Saturday, the deadline is Friday the 4th. If the 5th falls on a Sunday, the deadline is Friday the 3rd. If the 5th falls on a holiday on a Monday, the deadline is Friday the 2nd. If the 5th falls on a holiday on a Wednesday, the deadline is Tuesday the 4th, etc. Incomplete applications will not be included on the agenda.

1. Pay review fee: Variance Request: \$150
2. Submit a completed Variance Request Application (attached).
3. Submit a written description of the request addressed to the chair of the Board of Zoning Adjustment.
4. Submit one (1) copy of the drawings to City Hall. Email one pdf copy of the drawings to the city's engineer on or before the submittal date. Only drawings with complete information as outlined in this packet will be accepted.
5. Submit one (1) digital copy in PDF format of the complete, signed application and associated documents by email to the city's engineer.
6. City's engineer will review the application and drawings and coordinate with City Hall on the newspaper advertisement and sign posting once a completed application has been confirmed.
7. City's engineer will coordinate with the applicant on any revisions and/or re-submittals.
8. Applicants will be required to submit seven (7) full size FOLDED copies of the drawings to City Hall around the 18th of the month or when the re-submittal is made.

Please note: All applicants are strongly encouraged to meet with the Planning Commission to discuss the proposed Lot Line Adjustment PRIOR to submitting an application.

Please contact City Hall at 8 East Ross Street, Greenland, AR 72701; Monday - Friday 8:00 AM - 4:30 PM; Phone: (479) 521-5760 for more information.

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The following information is required as designated. Any other drawings (elevations, site cross-sections), material board, or other documents or drawings necessary to fully describe and depict the requested variance shall be supplied at the request of the City Engineer or City Staff.

Checklist	Yes	No	N/A
Completed application form	X		
Payment of review fee	X		
A typed letter addressed to the chair of the Board of Zoning Adjustment addressing the following items: Complete written description of this request (what is proposed by the applicant) including any information pertinent to the variance to be considered by the Board of Zoning Adjustment and referencing the specific section of the City of Greenland Code proposed to be varied. The letter should demonstrate required criteria as required by the City of Greenland Code. The general requirement for a variance request is that there would be an undue hardship placed on the property owner if the variance is not granted. Some variances have unique criteria to be addressed and considered by the Board of Zoning Adjustment in order to grant a variance.	X		
Site plan (8-1/2" x 11") drawn to scale based on the deed or survey including the following:			
Vicinity map	X		
Legal description of property (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately.	X		
Existing property boundaries with dimensions, centerline of street(s) and Master Street Plan right-of-way(s)	X		
Existing and proposed buildings and structures with dimensions on the buildings and the minimum existing and proposed setbacks	X		
Existing and proposed parking areas and the radius on all drive lanes, curves, or turns (if applicable)			
Existing and proposed number of parking spaces including handicap spaces (if applicable)			
Existing and proposed points of ingress or egress to the site from adjacent streets or properties and dimensions of drives (if applicable)			
Existing and proposed curb-cuts (if applicable)			
Existing and proposed utilities and easements (if applicable)			
Existing and proposed lighting (if applicable)			
Existing and proposed landscaping (if applicable)			
Existing and proposed signage (if applicable)			
Notification of adjacent property owners (see attached Notification Requirements)	X		
If possible, submit photographs demonstrating where and why the variance is requested.			

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Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Board of Zoning Adjustment agenda until this information is furnished.

APPLICANT NAME: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

REPRESENTATIVE: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Indicate preferred contact person for this request: _____ Applicant _____ Representative

PROPERTY OWNER: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

PROPERTY INFORMATION

Site Address / Location: _____

Current Zoning District: _____

Assessor's Parcel Number(s) for Property: _____

TYPE OF VARIANCE REQUESTED (check one)

- | | |
|--|--|
| <input type="checkbox"/> Design Standards | <input type="checkbox"/> Parking and Loading |
| <input type="checkbox"/> Landscape Regulations | <input type="checkbox"/> Sign Regulations |
| <input type="checkbox"/> Flood Damage Prevention Regulations | <input type="checkbox"/> Outdoor Lighting |
| <input type="checkbox"/> Other (please indicate): _____ | |

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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 false information is grounds for invalidation of application completeness, determination, or approvals. I understand that the City of Greenland may not approve the application or may set conditions of approval.

Name (Printed): _____ Date: _____

Signature: _____

PROPERTY OWNER(S) / AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (Printed): _____ Address: _____

Signature: _____

Date: _____ Phone: _____

Name (Printed): _____ Address: _____

Signature: _____

Date: _____ Phone: _____

FOR STAFF USE ONLY

Fee Paid (\$150): _____

Date Application Submitted: _____ Date Accepted as Complete: _____

Project Number: _____

Public Hearing Date: _____

_____ Approved _____ Denied

Planning Official Signature: _____ Date: _____

Notification Requirements

Written Notification Process:

The applicant will mail a written notice of the public hearing by certified mail to all adjacent property owners within 300 feet of the perimeter of the exterior boundary of the proposed project to the address as shown in the records of the Washington County Assessor's Office. Adjacent property owners include those across easements and rights-of-way, excluding interstates. Applicants must notify adjacent property owners at least fifteen (15) days prior to the scheduled public hearing of the Planning Commission at which the proposed project is to be discussed and reviewed. Said notice must state the date, time, and place of the public hearing, as well as pertinent information about the proposed project.

Prior to placement of the item on the Planning Commission agenda, the following items must be submitted to the City of Greenland prior to the public hearing:

- A copy of the notice sent to each adjacent property owner (See attached *Letter of Notification*);
- A completed and signed certificate of mailing listing the property owners receiving notification (See attached *Certificate of Mailing*);
- The signed return receipt requested cards, any notices returned by the USPS as undeliverable, and the certified mail receipt forms stamped by the USPS for all notices not returned.

Newspaper Publishing Process:

- Notice of the public hearing will be published in a newspaper of general circulation in the city at least fifteen (15) days prior to the public hearing as required by the Greenland Municipal Code by the appointed designee of the City of Greenland.
- The notice must include the time, date, and place of the public hearing, give the general location and description of the property, and describe the nature, scope, and purpose of the project.

Sign Posting Process:

- Signs advising passersby that a public hearing concerning the proposed project and stating the time, date and place of the public hearing shall be posted on the subject property at least fifteen (15) days prior to the public hearing as required by the Greenland Municipal Code.
- Signs shall be posted by the appointed designee of the City of Greenland.
- The appointed designee for the City of Greenland shall be responsible for the retrieval of signs after the hearing. If a hearing is postponed, the sign shall remain on the premises until the hearing date.

FAILURE TO STRICTLY FOLLOW THE WRITTEN NOTIFICATION PROCESS AND THE NEWSPAPER PUBLISHING AND SIGN POSTING PROCESS may be grounds for postponement of the public hearing and/or the associated Planning Commission meeting to consider the proposed item. A repeat failure to strictly follow the written notification process may result in denial of the proposed plan.

Letter of Notification

Project Description: _____

The applicant _____ proposes a _____ at _____
Name Type of Development Project Address

Building/Land Use: Current: _____ Proposed: _____

Zoning: Current: _____ Proposed: _____

Size of Property: Current: _____ Proposed: _____

Density/Intensity: Current: _____ Proposed: _____

Public Hearing:

Planning Commission; 6:00 PM _____ 170 N Letitia Avenue, Greenland, AR
Month/Date/Year

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location:

The project information is available for public review at the City of Greenland City Hall, 8 East Ross Street, Greenland, AR 72701; Monday - Friday 8:00 AM - 4:00 PM; Phone: (479) 521-5760.

Certificate of Mailing

Applicant's Name: _____

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. Mail via certified, return receipt requested, on this _____ day of _____ 20____.

Certified receipts are attached to the application for the names and addresses as follows:

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Printed Name of Person Completing the Mailing

Signature of Person Completing the Mailing