



## Rezoning Petition

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, [planningapplications@springdalear.gov](mailto:planningapplications@springdalear.gov), or in person at 201 Spring Street, Springdale, AR.

<b>Petitioner (Property Owner)</b>	Site/ Location: _____
Name: _____	Assessor's Parcel Number(s): _____
E-mail: _____	_____
Address: _____	Current Zoning: _____
_____	Proposed Zoning: _____
Phone: _____	Total Acreage: _____

**All submissions must meet the requirements as displayed in the City of Springdale Code of Ordinances.**

**Petition Requirements:**

- A copy of the warranty deed indicating ownership of the property.
- A site plan in conformance with Chapter 130, Article 2, Section 13.
- A brief statement explaining the reason for the rezoning request, the intended use of the property, and the effect of property changes upon surrounding land uses.
- A layman's description of the property (physical address if possible).
- A list of all adjacent property owners certified by a licensed abstractor or surveyor in the past sixty (60) days.
- An accurate legal description if the property to be rezoned is only a portion of the land.
- A scaled drawing of the property to be rezoned showing accurate lot lines, surrounding zoning, adjacent owners and a north arrow.
- Once the petition has been accepted and date of public hearing is confirmed, a notification must be sent to all adjacent property owners.
- Provide the required affidavit and supporting exhibits (mailing receipts, list of property owners of record and copy of notice) to the Planning Office no later than seven (7) days prior to the meeting date.
- Submit an authorization of representation to staff if the record property owner will not be present at the Planning Commission meeting.

**Review Fee:**

- \$175.00

**STAFF USE ONLY**

Date Application Submitted: \_\_\_\_\_ Project Number: \_\_\_\_\_

Date Accepted as Complete: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

# **Rezoning Petition**

## **Procedure & Checklist**

Before completing a petition to rezone property, petitioners are encouraged to meet with a member of the planning staff to discuss the petition. Often, the staff can help the petitioner assess the request and provide the petitioner with some useful information concerning the rezoning petition.

### **Filing Deadline**

A petition must be filed with the Planning Office by the deadlines established and approved by the Planning Commission (please refer to Springdale Planning Commission Schedule of Meeting Dates and Submission Deadlines). The Planning Commission meets the first Tuesday of each month at 5:00 p.m. in the Council Chambers of the City Administration Building, 201 N. Spring Street, unless otherwise advertised.

### **Property Owner's Responsibility**

It is the responsibility of the owner to ensure that all necessary procedures are followed in a satisfactory and timely manner and to verify the accuracy and completeness of all information. If significant omissions and/or errors are discovered during the review process, the petition may be rejected or tabled until sufficient information is supplied.

### **Fee**

A fee of \$175.00 (payable to the City of Springdale) and submitted to the City Clerk, is required to cover administrative costs.

### **Petition Requirements**

1. The name of the record title holder of the property provided by a copy of the recorded warranty deed and the intended grantees if the property is subject to contract sale or title is to be otherwise conveyed.
2. The zoning classification requested for the property.
3. A brief statement explaining the reason for the rezoning request, the intended use of the property, and the effect of property changes upon surrounding land uses.
4. A layman's description of the property (physical address if possible).
5. If the property to be rezoned is only a portion of the land described on the Warranty Deed, then an accurate legal description provided by a copy of a recent survey certified by a registered land surveyor is required.
6. A scaled drawing of the property to be rezoned showing accurate lot lines, surrounding zoning, adjacent owners and a north arrow.
7. The petitioner shall be responsible for providing the name and address of all adjacent property owners. This must be a certified list by a licensed abstractor or licensed land surveyor within the past sixty (60) days.
8. The notice to all adjacent property owners must be sent by certified mail, return receipt requested at least ten (10) days prior to the Planning Commission meeting. Evidence in the form of a signed Affidavit, that notice has been given to all adjacent property owners by certified mail, return receipt requested, will be submitted. Notification should be sent after the Planning Department has accepted the petition and the date of the public hearing has been confirmed.
9. The required Affidavit and supporting exhibits (mailing receipts, list of property owners of record and copy of notice) shall be filed with the Planning Office no later than seven (7) days prior to the meeting date.
10. The record property owner must submit written authorization indicating alternative representation to the Planning Commission if unable to attend public hearing.

### **Petition Processing Procedure**

Upon receipt of the petition in the Planning Office, the Director of the Planning and Community Development Division will carry out the following activities:

1. Publish a notice in the newspaper at least one time, fifteen (15) days prior to the hearing. The notice sets forth the time and place of such hearing and proposed amendment.
2. Post one or more signs on the property subject to rezoning hearing, at least ten (10) days before the hearing to contain the words: REZONING HEARING ON THIS PROPERTY and indicating the date of the hearing.

### **Additional Information**

The Planning Commission will then hold a public hearing on the proposed amendment on the specified date and time. The owner or designated representative must be present at the public hearing for the matter to be considered. If the record property owner is unable to attend, written authorization from the record property owner authorizing representation must be presented to the Commission for the matter to be considered. Any decisions made by the designated agent shall be binding on the landowner.

If recommendation for approval is granted by the Planning Commission, the matter will be referred to the City Council for approval. The City Council meets the second and fourth Tuesday of the month.

If the Planning Commission denies the rezoning request the petitioner may appeal that decision to the City Council provided that the petitioner states specifically in writing to the City Clerk why the petitioner considers the Planning Commission's findings and decisions to be in error. Such appeal shall be filed with the City Clerk within fifteen (15) days from the date of the Planning Commission action along with an affidavit concerning notification to adjacent property owners of the appeal. The City Council may approve the proposed amendment only by majority vote of all the members.

If a petitioner would like to withdraw a request, the petitioner may do so at the public hearing or in writing prior to the meeting. Withdrawal by a petitioner will require the re-filing of the petition complete with an additional filing fee and proper re-notifications before the matter will be placed on the agenda.

The petitioner's request for rezoning may be tabled one (1) time to a later meeting only by action of the Planning Commission and only after the Commission has heard comments from adjacent property owners and interested parties. Tabling a petition one (1) time by the Planning Commission will not require an additional filing fee or re-notification. Should the petition be tabled again, it will be treated as a withdrawal of the rezoning petition, and will require the re-filing of the petition complete with an additional filing fee and proper re-notifications before the matter will be placed on the agenda.

### **PLEASE NOTE:**

**Noncompliance with the above may cause the petition to be withheld and not considered at the meeting and may require the payment of an additional filing fee and/or re-notification of property owners.**

# Petition for Rezoning

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, [planningapplications@springdalear.gov](mailto:planningapplications@springdalear.gov), or in person at 201 Spring Street, Springdale, AR.

**Petition is hereby made to the City Council of the City of Springdale, through the Springdale Planning Commission, pursuant to the provisions of Act 186 of 1957, as amended, and Chapter 130 of the City of Springdale Code of Ordinances, as amended, by**

**Indicate person of contact for this petition:**    Petitioner     Representative

**Record Property Owner(s):** \_\_\_\_\_

The record property owner(s), petitioning to rezone the following described area:

**Legal Description:**

**Layman's Description:** \_\_\_\_\_

The **petitioner** hereby states by oath that:

1. The petitioner is the record title holder of the above-described property evidenced by the attached copy of a **warranty deed** as Exhibit A.
2. A **scaled drawing** showing accurate dimensions, lot lines, surrounding zoning, adjacent owners, north arrow and graphic scale is attached as Exhibit B.
3. The names and address of all adjacent owners of the above-described property **certified by a licensed abstractor or licensed land surveyor** within the past sixty (60) days are attached as evidenced by Exhibit C.

The **petitioner** requests the following zoning classification:

**FROM** (current zoning): \_\_\_\_\_

**TO** (proposed zoning): \_\_\_\_\_

The **petitioner's** immediate intentions are to:

1. **Sell** the property **YES / NO** and if so, is the property subject to an offer and acceptance, escrow contract, option agreement, other contract for conveyance of title **YES / NO** .
2. **Develop** the property **YES / NO** , and if so, the proposed use is \_\_\_\_\_.
3. **Effect** of the proposed zoning upon the adjacent property and neighborhood is anticipated to be as follows:

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The **petitioner** understands that he/she is responsible to send a notice of the public hearing to owners of adjacent properties in accordance with the requirements set forth in the instruction given with this petition and that an affidavit must be submitted with supporting documents no later than seven (7) calendar days prior to the meeting date. It is further understood that the cost of such notice(s) is borne by the petitioner.

Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_



**Notice of Public Hearing before the  
Springdale Planning Commission on a  
Petition to Rezone Property**

To all owners of land lying adjacent to the property at:

Location: \_\_\_\_\_  
\_\_\_\_\_

Owned by: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT a petition has been filed for zoning of the above property requesting a change of zone classification from: \_\_\_\_\_, which permits

use of the property as: \_\_\_\_\_

to: \_\_\_\_\_ which permits use of the property as: \_\_\_\_\_

If approved, the rezoning will occur only upon the property described above.  
**It will not change the zoning or permitted uses on neighboring properties.**

The purpose of this request is to:  **Build**,  **Develop**,  **Sell after rezoning**

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A public hearing on said petition to rezone will be held by the Springdale Planning Commission in the Council Chambers of the City Administration Building at 201 Spring Street, Springdale, AR 72764 on:

\_\_\_\_\_, 20\_\_\_\_ at 5:00 p.m.

All parties interested in this matter may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter or email. All persons interested in this request are invited to call or visit the Planning Office, City Administration Building to review and discuss the petition with the Planning Staff.

## **Affidavit of Mailing**

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, [planningapplications@springdalear.gov](mailto:planningapplications@springdalear.gov), or in person at 201 Spring Street, Springdale, AR.

I hereby certify that I, (printed name) \_\_\_\_\_ acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the application and that the notice information provided is to the best of my knowledge true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Authorization of Representation

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, [planningapplications@springdalear.gov](mailto:planningapplications@springdalear.gov), or in person at 201 Spring Street, Springdale, AR.

## TO THE SPRINGDALE PLANNING COMMISSION

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to represent  
Printed name of Property Owner/Applicant Authorized Representative

me and/or my organization and to make decisions on my behalf pertaining to the following project(s):

\_\_\_\_\_  
Project Name/Number

\_\_\_\_\_  
Project Name/Number

\_\_\_\_\_  
Project Name/Number

\_\_\_\_\_  
Project Name/Number

which is/are to be presented to the Springdale Planning Commission at their meeting to be held on:

\_\_\_\_\_  
Meeting date

\_\_\_\_\_  
Printed name of property owner/applicant

\_\_\_\_\_  
Signature of property owner/applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of property owner/applicant

\_\_\_\_\_  
Signature of property owner/applicant

\_\_\_\_\_  
Date