

CITY OF SHERWOOD REQUEST FOR PLANNING COMMISSION ACTION

Submittal Date: _____

Address of Property/Parcel(s) ID: _____

Applicant(s) Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Property Owner(s) Name: _____

| | |
|--|------|
| IF YOU ARE NOT THE PROPERTY OWNER, THE OWNERS SIGNATURE IS REQUIRED BELOW. | |
| I am the property owner and hereby appoint _____ to act as my legal agent in pursuing the requested action. | |
| Owner's Signature | Date |

| | |
|------------------------|---------------------|
| ACTION REQUESTED | |
| RE-ZONE | FROM _____ TO _____ |
| PLAT REVIEW | TYPE _____ |
| CONDITIONAL USE PERMIT | _____ |
| OTHER (PLEASE SPECIFY) | _____ |

I have received a copy of the application packet and understand that all items listed on the attached requirement checklist must be submitted to the Planning Dept. on or before the 15th day of the month.

My item will be heard on _____, 20_____.

I understand that if the information required is not submitted with the initial application, it is considered incomplete and will not be placed on the Planning Commission agenda.

***All responses to Staff comments must be submitted in DWG, PDF, and paper copy formats.

| | |
|--------------|-----------|
| Printed Name | Signature |
|--------------|-----------|

Date Accepted & Recorded by Planning Dept. _____

For questions, please contact the Sherwood Planning Department at planning@cityofsherwood.net

| Application Deadline | Plan Review Meeting (by Applicant Request) | Staff Report Published | Revisions Deadline | Digital Packets Posted | Planning Commission Meeting |
|----------------------|--|------------------------|--------------------|------------------------|-----------------------------|
| 15-Nov | 23-Nov | 14-Dec | 23-Dec | 4-Jan | 11-Jan |
| 15-Dec | 28-Dec | 11-Jan | 21-Jan | 1-Feb | 8-Feb |
| 15-Jan | 25-Jan | 8-Feb | 18-Feb | 1-Mar | 8-Mar |
| 15-Feb | 22-Feb | 8-Mar | 18-Mar | 5-Apr | 12-Apr |
| 15-Mar | 7-Apr | 12-Apr | 22-Apr | 3-May | 10-May |
| 15-Apr | 5-May | 10-May | 20-May | 7-Jun | 14-Jun |
| 15-May | 2-Jun | 14-Jun | 17-Jun | 5-Jul | 12-Jul |
| 15-Jun | 7-Jul | 12-Jul | 22-Jul | 2-Aug | 9-Aug |
| 15-Jul | 4-Aug | 9-Aug | 19-Aug | 6-Sep | 13-Sep |
| 15-Aug | 1-Sep | 13-Sep | 23-Sep | 4-Oct | 11-Oct |
| 15-Sep | 6-Oct | 11-Oct | 21-Oct | 1-Nov | 8-Nov |
| 15-Oct | 3-Nov | 8-Nov | 18-Nov | 6-Dec | 13-Dec |

Application Deadline – Complete and accurate submittal due date.

Plan Review Meetings – Meetings set up with applicants and Staff to discuss item (by request only)

Staff Report Published – Final Staff Report emailed to applicants based on submitted revisions and inserted into Digital Planning Packet.

Revisions Deadline – Applicants resubmit items requested based on Final Staff Report prior to Planning Commission meeting.

Digital Packets – Planning Commission documents saved into one file and uploaded onto the City’s website and sent out to Commissioners.

Planning Commission Meeting – A meeting in which a determination is made/recommended to Council regarding a submitted application.

- All applications are due by 4:30 p.m. on Application Deadline date listed in the chart above.
- Late and/or Incomplete applications will be deferred to the following month’s agenda.
- All applicants are encouraged to attend Planning Commission meetings. Failure to attend may result in the item being postponed to the following month’s meeting pending questions brought up by Commissioners.
- Sherwood Planning Commission meetings are held at 5:00 p.m. on the 2nd Tuesday of each month.
- All meetings are held in City Hall Council Chambers at 2201 E. Kiehl Avenue.

Zoning Amendment Requirements

Sherwood Planning Department

501.835.4753

1. Determine the Zoning classification you need. Sherwood Planning Staff can show you a list of businesses for each class according to the Schedule of Uses.
2. A change in Zoning classification requires a public hearing before the Sherwood Planning Commission. The Sherwood Planning Commission meets the second Tuesday of each month at 5:00 p.m. in the Sherwood Municipal Building located at 2201 East Kiehl Avenue, Sherwood, AR in the City Council Chambers.
3. The Planning Staff, located at 31 Shelby Road, Sherwood, AR, must receive complete submittal requesting a Zoning Amendment by the fourth Tuesday of the month. Please refer to submittal chart.
4. The fee for a Zoning Amendment is \$150.00, which includes a notice in the newspaper
5. A sign for the Zoning Amendment must be placed on the property spaced at every 100 feet of road frontage at least 15 days before the public hearing and must remain on the property until final action of the City Council. A \$30.00 CASH sign deposit is required per sign. Signs can be picked up at the Permits and Planning Department. If signs are not returned within 30 days after final action, the deposit shall be forfeited.
6. 11 copies of a letter requesting the Zoning Amendment shall be submitted to the Permits and Planning Department and must contain the following:
 - a. A legal description by an engineer or surveyor emailed to planning@cityofsherwood.net in an editable format;
 - b. Street addresses or Parcel ID;
 - c. Names and addresses of all owners;
 - d. The present and proposed zoning classifications; and
 - e. The present use of the property.
7. 11 copies of a map to scale, which show the dimensions of each property line and adjoining right of way and the location of any existing structures on the property shall be submitted to Staff.
8. Proof of ownership (warranty deed) of subject property (1 copy) is required. If the applicant is not the owner, a signed letter from the owner(s) allowing the applicant to act on their behalf is required.
9. Notification letters must be sent to all property owners within 300 feet of the proposed Zoning Amendment. The letters must inform the person of the date, time, and location. Letters must be sent certified and the names must be obtained from a bonded abstract company. Certified Receipts from the Post Office must be provided to the Planning Commission Secretary at least 5 days prior to the hearing.
10. If the Planning Commission recommends the Zoning Amendment to the City Council, an ordinance will be drafted and sent to the City Council, which meets on the 4th Monday of each month at 6:00 p.m. in the Sherwood Municipal Building located at 2201 East Kiehl Avenue, Sherwood, AR in the City Council Chambers. The Sherwood City Council has final approval of all zoning requests.

**Notice of Public Hearing on
Application for a Zoning Amendment**

NOTICE IS HEREBY GIVEN THAT an application by

_____ **for a zoning amendment has been filed with the
Sherwood Planning Commission. The request is made to change the zoning
classification of the property located at**

_____ **from “ _____ ” _____ zoning to
“ _____ ” _____ zoning.**

**A PUBLIC HEARING on said application will be held by the Sherwood Planning
Commission at _____ p.m. on _____, 20____ at the
Sherwood Municipal Complex located at 2201 East Kiehl Avenue, Sherwood, AR
72120 in the City Council Chambers..**


**ALL PARTIES INTERESTED MAY BE HEARD at the same time and place or
may notify the Planning Commission by letter of their views on this matter five
days prior to the hearing.**

**THE PLANS FOR THE PROPOSED REZONING are on file for public inspection at the
Permits and Planning Department located at 31 Shelby Road, Sherwood, AR 72120.**

Dated this _____ day of _____, 20_____.

Conditional Use Permit Requirements

Sherwood Planning Department

 501.835.4753

 planning@cityofsherwood.net

Application Procedure

Application for conditional use approval shall be made by the property owner or authorized agent for the owner. Said application may accompany a rezoning request or may be applied for by itself as long as the use is recognized as a conditional use in the existing zoning classification. The application shall be submitted to the Permits and Planning Office, which will collect the one hundred fifty dollars (\$150.00) filing fee and process all applicable surveys, site plans and other supporting information pertinent to this review process.

Submission Requirements

1. The submission requirements for a conditional use shall be the same as for the rezoning of any lot, parcel or tract of land. In addition, such application shall include a generalized graphic representation of what is proposed, including screening, landscaping, parking access and location of buildings; and
2. A general statement as to the intent of the use shall also be submitted.

Planning Commission and City Council Review and Action

1. The Planning Commission shall review conditional use applications at its regularly scheduled monthly meeting, at which time interested persons may appear and offer information in support of or against the proposed conditional use. The Planning Commission shall then make one of the following recommendations to the City Council:
 - a) approve the conditional use with modifications;
 - b) defer the conditional use; or
 - c) deny the conditional use.
2. The City Council may impose conditions and restrictions upon the premises benefited by a conditional use permit as may be necessary to reduce or minimize the injurious effects of the conditional use. The conditional use must ensure compatibility with the surrounding property to better carry out the general intent of this Code.
3. In no case shall the Planning Commission or City Council authorize reduction from minimum requirements of the Code relating to area, parking, landscaping or screening.

NOTE: COMMERCIAL ZONING HAS SPECIFIC REQUIREMENTS ON BUFFER ZONES, SCREENING, AND PARKING. ADDITIONALLY, ALL PROPERTY MUST BE BROUGHT INTO CURRENT ZONING CONFORMANCE.

****Please visit the Sherwood Zoning Code to ensure the application meets all requirements set forth in Section 14.02.10. *Conditional Use Permits* and any other requirements tied to said conditional request.****