

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
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Date Accepted & Recorded by Planning Dept. _____

****For questions, please contact the 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.

Notice of Public Hearing on
Application for an
Expansion of a Non-Conforming Use

NOTICE IS HEREBY GIVEN THAT an application by

for an Expansion of a Non-Conforming Use has been filed with the Sherwood Planning Commission. The request is for the property located at

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.

PAPERWORK OF THE PROPOSED EXPANSION OF A NON-CONFORMING USE is on file for public inspection at the Permits and Planning Department located at 31 Shelby Road, Sherwood, AR 72120.

Dated this _____ day of _____, 20_____.

Steps to Expand a Non-Conforming Use

Planning Department

501.835.4753

1. An Expansion of a Non-Conforming Use 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.
2. The Planning Staff, located at 31 Shelby Road, Sherwood, AR, must receive an application requesting approval of an Expansion of a Non-Conforming Use by the fourth Tuesday of the month. Please refer to submittal chart.
3. The fee to apply for an Expansion of a Non-Conforming Use is \$50.00, which includes a notice in the paper.
4. Signs for the Expansion of a Non-Conforming Use must be placed on the property at least 15 days before the public hearing and must remain on the property until after the hearing. A \$30.00 CASH sign deposit is required. Signs can be picked up at the Permits and Planning Department located at 31 Shelby Road, Sherwood, AR. If signs are not returned within 30 days after final action, the deposit shall be forfeited.
5. A letter (10 copies) requesting an Expansion of a Non-Conforming Use must contain:
 - a. Street address or a Parcel ID
 - b. Names and addresses of all owners
 - c. The present and proposed use of the property
6. A survey or plot plan by an engineer or surveyor (10 copies) which show the dimensions of each property line and adjoining rights of way and the location of any existing structures on the property. Please provide the legal description of the property.
7. Proof of ownership (warranty deed) of subject property (1 copy) is required.
8. Notification letters must be sent to all property owners within 300 feet of the proposed Expansion of a Non-Conforming Use. 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 business days prior to the hearing.