

# 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.

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Printed Name	Signature
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Date Accepted & Recorded by Planning Dept. \_\_\_\_\_

**\*\*For questions, please contact the Planning Department at [planning@cityofsherwood.net](mailto: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 2<sup>nd</sup> 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 a Variance

NOTICE IS HEREBY GIVEN THAT an application by

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for a Variance has been filed with the Sherwood Board of Zoning Adjustment. The variance request is for the property located at

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A PUBLIC HEARING on said application will be held by the Sherwood Board of Zoning Adjustment 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 Board of Zoning Adjustment by letter of their views on this matter five days prior to the hearing.

PAPERWORK OF THE PROPOSED VARIANCE 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 Obtain a Variance

## Planning Department

501.835.4753

NOTE: The deadline for a Variance request submittal is the first business day of the month placing you on the following month's meeting.

A variance is a deviation from the Sherwood Zoning Rules and Regulation Ordinance. There are instances when a Variance is allowed due to a hardship or uniqueness of a lot or building. The Board of Zoning Adjustment only meets when there are items on the Agenda. The Board of Zoning Adjustment meets on the second Tuesday of the month at 5:00 p.m. in the Sherwood Municipal Building located at 2201 East Kiehl Avenue, Sherwood, AR in the City Council Chambers.

1. The fee for a Variance is \$50.00, which includes a notice in the newspaper
2. 10 copies of a letter requesting a Variance shall be submitted to the Permits and Planning Department and must contain the following:
  - a. Name, address, and phone number of applicant
  - b. Name of business (if applicable)
  - c. Street address or Parcel ID
  - d. The exact Variance being requested and the HARDSHIP that compliance will cause because of the current law
3. 10 copies of a Site Plan showing the following: (A professional survey is not required.)
  - a. All existing improvements (i.e. buildings) and any proposed improvements.
  - b. Dimensions of property lines
  - c. Easements
  - d. Any adjoining right of way
4. A sign for the Variance must be placed on the property spaced at every 100 feet of road frontage at least 7 days before the Board of Zoning Adjustment meeting. 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.
5. 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.
6. Notification letters must be sent to all adjoining property owners, including properties across the street. The letters must inform the person of the date, time, and location. Letters must be sent certified. Certified Receipts from the Post Office must be provided to the Planning Commission Secretary at least 5 business days prior to the hearing.