

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.

Steps to Obtain a Waiver

Planning Department

501.835.4753

NA Waiver is a deviation from the Sherwood Zoning Rules and Regulation Ordinance. There are instances when a Waiver is allowed due to a hardship or uniqueness of a lot or building. The Planning Commission 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. 5 copies of a letter requesting a Waiver 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 Waiver being requested and the HARDSHIP that compliance will cause because of the current law
2. 5 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
3. 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.
4. 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.

Notice of Public Hearing on Application for a Waiver

NOTICE IS HEREBY GIVEN THAT an application by

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

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 WAIVER 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_____.