

**Sherwood Planning Commission Action Request Form**  
**Sherwood Planning Department**  
**501.835.4753**  
**planning@cityofsherwood.net**

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

Date Accepted & Recorded by Planning Dept. \_\_\_\_\_

\*\*For questions, please contact the Sherwood Planning Department at [planning@cityofsherwood.net](mailto:planning@cityofsherwood.net)\*\*



# City of Sherwood

## 2023 Planning Schedule

Application Deadlines and Meeting Dates				
Application, Items and Fee Deadline 4:30PM	Amended Documents Deadline 4:30PM	Digital Packets Posted	Planning Commission Meeting 6PM	City Council Meeting 6PM
15-Nov	22-Dec	3-Jan	10-Jan	23-Jan
15-Dec	20-Jan	7-Feb	14-Feb	27-Feb
15-Jan	17-Feb	7-Mar	14-Mar	27-Mar
15-Feb	17-Mar	4-Apr	11-Apr	24-Apr
15-Mar	21-Apr	2-May	9-May	22-May
15-Apr	19-May	6-Jun	13-Jun	26-Jun
15-May	16-Jun	4-Jul	11-Jul	24-Jul
15-Jun	21-Jul	1-Aug	8-Aug	28-Aug
15-Jul	18-Aug	5-Sep	12-Sep	25-Sep
15-Aug	15-Sep	3-Oct	10-Oct	23-Oct
15-Sep	20-Oct	7-Nov	14-Nov	27-Nov
15-Oct	17-Nov	5-Dec	12-Dec	TBD

- 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.
- All meetings are held in City Hall Council Chambers at 2201 E. Kiehl Avenue.

## Conditional Use Permit (CUP) Technical Requirements

1. A Conditional Use Permit (CUP) is treated as a zoning amendment per Section 14.02.10. of the Sherwood Zoning Code, requiring a public hearing before the Sherwood Planning Commission. The Sherwood Planning Commission meets the second Tuesday 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.
2. The Planning Department must receive a complete application requesting a CUP by the 15<sup>th</sup> day of the month, placing the item on the meeting two months following. Please refer above to the dates and deadlines applicable to your submittal.
3. The fee for a CUP is \$150.00, which includes a notice via newspaper.
4. A sign for the CUP must be placed on the property, spaced at every 100 feet of road frontage, at least 15 days prior to the public hearing. Signs must remain on the property until final action of the Sherwood City Council.
5. 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 CUP 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](mailto: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;
  - e. The present use of the property; and
  - f. Meet requirements of Section 14.02.10. Conditional Use Permits.
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 CUP. The letters must inform the person of the date, time, and location. Letters must be mailed 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 CUP to Sherwood City Council, an ordinance will be drafted and for City Council, which meets on the 4<sup>th</sup> 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 amendment request.

**Hard copies and completed applications are accepted by the Permits and Planning Department located at 31 Shelby Road, Sherwood, AR. Signs may be picked up at the same address.**

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

**NOTICE IS HEREBY GIVEN THAT an application by**

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\_\_\_\_\_ **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**

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\_\_\_\_\_ **from “ \_\_\_\_\_ ” \_\_\_\_\_ zoning to  
“ \_\_\_\_\_ ” \_\_\_\_\_ zoning.**

**A PUBLIC HEARING on said application will be held by the Sherwood Planning  
Commission at 6 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 Zoning Code Requirements

## 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.\*\***