

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****



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.

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 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.

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 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 Staff, located at 31 Shelby Road, Sherwood, AR, must receive an application requesting approval of an Expansion of a Non-Conforming Use by the 15th day of the month, placing the item on the meeting two months following. 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.