

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

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.

Steps to Obtain a Waiver

Planning Department

501.835.4753

A 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 6:00 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 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 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_____.