



CITY OF PINE BLUFF, ARKANSAS

Use Permitted on Review (UPOR)

Application

Please fill out this form completely, supplying all necessary information and documentation to support your request. *Your application will not be placed on the Planning Commission agenda until this information is provided.*

Business Name & Nature of Business: _____

Business Location: (address or lot, block, or nearest intersection) _____

Property/Parcel ID No. _____

Size of Property (acres): _____ Current Zoning: _____ Ward: _____

Applicant / Business Owner

Property Owner (Must be filled out if different)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Fax: _____

Fax: _____

Who will run the business? _____ Number of employees: _____

Number of off-street parking spaces required: _____ Number provided: _____

Are there any special licenses for your business? _____ (explain) _____

Will you require a sign? _____

Additional information/comments: _____

Applicant / Business Owner Signature

Date

PROPERTY OWNER(S) / AUTHORIZED AGENT CERTIFICATION: I (We), the undersigned, hereby certify under penalty of perjury that I (we) are the owner(s) of the property that is the subject of this application and I (we) have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Signature _____ Date _____

Signature _____ Date _____

Printed Name _____

Printed Name _____

Owner _____ or Authorized Agent _____
(check one)

Owner _____ or Authorized Agent _____
(check one)

Submission Deadline: _____ Expected Planning Commission Meeting Date: _____

• SEE REVERSE SIDE FOR SUBMISSION REQUIREMENTS •

It is our intention to assist you in making your project a success in a timely manner. Please call if you have any questions or need assistance from the City of Pine Bluff Inspection & Zoning Department, 200 E. 8th Avenue, Pine Bluff, AR 71611 tel: (870)543-1845 fax: (870) 543-1844.

ITEMS REQUIRED WITH SUBMITTAL

The following items must be received with returned application:

The development plan requirements for a Use Permitted on Review (UPOR) application shall include a scaled graphic representation of what is proposed and a general statement as to the intent of use. The graphic representation shall include the following:

1. The location, size and use of buildings, signs, land and improvements;
2. The location, size and arrangement of parking space, loading space, driveways and street access;
3. The uses of adjoining property;
4. Scale, north arrow and vicinity map; and
5. Any additional information needed by staff because of conditions peculiar to the development.
6. A description of the current use of the property and reason for the Use Permitted on Review request.

Other supporting documentation required with a returned application:

7. **Property Summary sheet** for the subject property. These may obtained from the Real Estate Division of the Jefferson County Assessor’s Office, Jefferson County Courthouse, Barraque & Main Street, Pine Bluff, AR.
8. **Property Summary sheets for each adjoining property**, including those properties across the street(s) from the subject property. The Property Summary sheet must contain the legal description of each property and the recorded owner of each property. These may obtained from the Real Estate Division of the Jefferson County Assessor’s Office, Jefferson County Courthouse, Barraque & Main Street, Pine Bluff, AR.
9. **Addressed, sealed public hearing notices** which the Zoning staff shall then mail to the adjacent property owners as identified in item 8. above. The property owners who are to be notified as owners shall be those property owners as recorded in the County Assessor’s Office as owners. The notice shall be on a form provided by the zoning office and submitted to the zoning office for mailing along with the applicant’s application. shall state what the existing zoning classification is, what use is being proposed for the property, and the time and place where the public hearing will be held.

FOR OFFICE USE ONLY

(Must be completely filled out by Zoning Office staff prior to Planning Commission hearing)

APPLICATION FEE: Use Permitted On Review (UPOR) - \$40.00

HEARING NOTICE SIGNS POSTED: One (1) for each 200 feet of street frontage, up to five (5) maximum

\$25.00 per sign
Number of signs required: _____

\$ _____	_____	_____
Amount Paid	Date	Rec'd by

All Property Summary Sheets received? _____ Notice submitted to newspaper? _____

Stamped, Addressed Notices received? _____ Property Posting date: _____

Hearing Notice date: _____ Property Posting Photos in file? _____