



# CITY OF PINE BLUFF, ARKANSAS

## Re-Zoning Application Form

Address/Location of Property: \_\_\_\_\_  
 Size of Property (acreage): \_\_\_\_\_ Current Zone: \_\_\_\_\_  
 Ward: \_\_\_\_\_ Requested Zone: \_\_\_\_\_  
 Assessor's Parcel Number(s) for subject property: \_\_\_\_\_  
 Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 Reason for Requesting Zoning Change: \_\_\_\_\_

**Applicant/Agent**

**Property Owner (Must be filled out if different)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Additional information/comments: \_\_\_\_\_

Applicant / Agent 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  
 Owner \_\_\_\_\_ or Authorized Agent \_\_\_\_\_

Printed Name  
 Owner \_\_\_\_\_ or Authorized Agent \_\_\_\_\_

Submission Deadline: \_\_\_\_\_ Expected Planning Commission Meeting Date: \_\_\_\_\_

**• SEE REVERSE SIDE FOR SUBMISSION REQUIREMENTS •**

Submission Deadline: \_\_\_\_\_ Expected Planning Commission Meeting Date: \_\_\_\_\_

*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. 8<sup>th</sup> Avenue, Pine Bluff, AR 71611 tel: (870)543-1845 fax: (870) 543-1844.*

**ITEMS REQUIRED WITH SUBMITTAL**

*NOTE: A submittal must be deemed complete by the zoning official by the 1<sup>st</sup> of the month to be placed on that month's Planning Commission agenda.*

**The following items must be received with returned application:**

- 1. Clear and legible legal description or copy of deed containing exact legal description.
- 2. 8 ½ “ x 11” sketch of the subject property, delineating:
  - a. dimensions of the property;
  - b. approximate location of the buildings with appropriate dimensions;
  - c. land uses of adjacent properties
- 3. Incomplete applications or plats will **NOT** be considered.
- 4. Payment of appropriate fees must accompany application.

**Other supporting documentation required with a returned application:**

- 5. 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.
- 6. 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.
- 7. Addressed, stamped notices (provided by the Zoning Official) to be sent to all property owners of adjoining properties as identified in item 6. 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 letter 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 staff prior to Planning Commission hearing)*

APPLICATION FEE: Re-Zoning Application - \$125.00

HEARING NOTICE SIGNS POSTED: One (1) for each 200' 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? \_\_\_\_\_

Notice Return Receipts received? \_\_\_\_\_ Property Posting date: \_\_\_\_\_

Hearing Notice date: \_\_\_\_\_ Property Posting Photos in file? . \_\_\_\_\_

Authorized Agent Letters Received from **ALL** Property Owners? *(if applicable)* \_\_\_\_\_