

CITY OF RUSSELLVILLE

BOARD OF ADJUSTMENT CHECKLIST

VARIANCE/APPEAL

Since, this is a request to the Board of Adjustment for relief from certain strict zoning ordinance regulations you or your representative must be in attendance at the Board of Adjustment Meeting. You should be prepared to explain why there are unique conditions relevant to your particular property that would prevent you from normal use of property. Variance will not be granted that would permit uses not allowed in district. Variances will only be granted due to unique particulars to your property.

Application:

- Filed 20 days prior to the Public Hearing.
- Letter of Intent addressed to Board of Adjustment.
- APPOINTMENT OF AGENT completed.
- Filing Fee of \$100.00.
- Legal notice of public hearing published 7 days prior to the hearing.
- Shall give written notice to the owner(s) of each separate parcel of land adjacent to or located directly Across the street from the property that this is the subject of the petition.
- Proof of notification of landowners by written notice to the Planning Office at the Department of Public Works ten (10) days prior to meeting, such as postal return receipt.

SIGN:

- Posting a sign in a conspicuous place on the site of the property (15) days prior to the hearing.
- \$50 sign deposit.

MAP:

Survey or Professional Map of the subject property is attached showing:

1. Dimensions of each property line and adjoining rights-of-way.
2. Approximate outline of any buildings on the subject property and adjacent properties.
3. Land uses and owners' names for all lands adjacent to or located directly across the street from the subject property.
4. All dedicated streets, alleys, and easements and associated right-of-way widths.

BOARD OF ADJUSTMENT

Procedure for Submitting

Variance/Appeal

1. Attached is a copy of the application for a public hearing before the Board of Adjustment. The Board of Adjustment meets the fourth Monday of each month at 6:30 p.m. in the Council Chambers of City Hall.
2. Since, this is a request to the Board of Adjustment for relief from certain strict zoning ordinance regulations you or your representative must be in attendance at the Board of Adjustment Meeting. You should be prepared to explain why there are unique conditions relevant to your particular property that would prevent you from normal use of property.
3. You are responsible for filling out the application, providing the required attachments. Bring the completed application and attachments to the Planning Office of the Department of Public Works **20 days prior** to the public hearing, along with a \$100.00 filing fee.
4. A legal notice of the public hearing must be published one time at least 7 days prior to the hearing. We prepare the legal notice; you are responsible for taking it to the newspaper and paying for publication.
5. You are responsible for sending written notice of the public hearing to all property owners adjacent to or located directly across the street from the property that is the subject of your hearing. Bring the written notice to the Planning Office ten (10) days prior to the hearing as proof of notification to the landowners.

Because it is your responsibility to identify and notify property owners, it would be best to obtain certification from an abstract company verifying the correct owners before sending written notice by certified mail.

6. You are responsible for posting a sign in a conspicuous place on the site of the property in question fifteen (15) days prior to the hearing. We will prepare the sign. A \$50.00 sign deposit is required. You must return the sign within five (5) days after the public hearing to avoid forfeiture of the deposit.
7. If your application is approved by the Board of Adjustment, you must obtain a building permit from the Community Development Office before starting construction.

If you have any questions about the application or procedures, please do not hesitate to contact me, Lequitta A. Jones, at 968-2406.

B.O.A. APPLICATION # _____
FILING DATE: _____

**APPLICATION FOR PUBLIC HEARING
TO THE RUSSELLVILLE BOARD OF ADJUSTMENT**

1. LEGAL DESCRIPTION: _____

2. STREET ADDRESS OF PROPERTY: _____

3. NAME OF PROPERTY OWNER: _____
ADDRESS: _____

4. (THERE ARE) (THERE ARE NO) DEED RESTRICTIONS PERTAINING TO THE VARIANCE OR APPEAL REQUESTED HEREIN; ANY RESTRICTIONS ARE DESCRIBED AS FOLLOWS: _____

5. THE HEARING IS REQUESTED FOR THE FOLLOWING REASON:

Request for a variance from the Zoning Regulations due to unique characteristics of the property.

Zoning Article No. _____. EXPLAIN: _____

Request to remodel/expand a non-conforming structure. EXPLAIN: _____

Appeal from a decision of the Enforcement Officer concerning his interpretation of the Zoning Regulations.

Zoning Article No. _____. EXPLAIN: _____

6. A professional map of the subject property is attached. Where applicable, the map shows:
1. The dimensions of each property line and adjoining rights-of-away.
2. The approximate outline of any buildings on the subject property and adjacent properties.
3. Land uses and owners' names for all lands adjacent to or located directly across the street from the subject property.

Signature of Applicant: _____
Address: _____

Telephone: _____

Under penalties of perjury, I declare that I have examined this application, including accompanying materials and statements, and to the best of my knowledge and belief, it is true, correct and complete.

