

City of Van Buren Variance Application

VARIANCE NUMBER: _____

APPLICANT NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

PROPERTY OWNED BY: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

COUNTY ASSESSOR'S PARCEL NUMBER: _____

VARIANCE REQUESTED: _____

APPLICANT SIGNATURE: _____

PLANNING DEPARTMENT PROVIDES:

PRESENT ZONING: _____ DATE FILED _____

PUBLIC HEARING DATE: _____ APPLICATION FEE: _____

DECISION OF BOARD OF ADJUSTMENT: _____

DATE: _____

City of Van Buren, Arkansas

Planning Department

1003 Broadway • Van Buren, Arkansas 72956 • 479-471-5006

Please submit 15 copies of each assembled packet

The following information is required to be submitted by applicants requesting a variance to the City of Van Buren's Board of Adjustment.

GENERAL INFORMATION

Applications must be submitted to the planning department at the Van Buren City Municipal Complex, located at 1003 Broadway, Van Buren, Arkansas. A processing fee of \$150.00 is required to be remitted with the petition. If paying by check, please make payable to the City of Van Buren.

A legal notice of a public hearing must appear in a newspaper of general circulation in Van Buren at least 15 days prior to the public hearing. The planning department will publish the legal notice, but variance applications must be filed with the planning department in time to allow for this process. The cut-off dates are available on the city website. www.vanburencity.org

A public notice sign will be posted on the property for 15 days prior to the planning commission meeting.

Meeting dates:

The planning commission meetings are the first Tuesday of the month at 5:30 P.M. in the city council room of the municipal complex located at 1003 Broadway, Van Buren, AR.

Appeal procedures:

Zoning Regulation Ordinance #7-1963 as amended (Section 4, Ord. #19-1983)

An appeal from the decision of the planning commission for a variance shall be made to the city council of the City of Van Buren. A notice of appeal shall be filed with the mayor's office within thirty (30) days from the determination by the planning commission. An additional fee shall be payable upon filing of the notice for publication costs. The planning commission shall then have mailed a notice of hearing before the city council. To all persons present at the public hearing before the planning commission. A notice of public hearing shall also be published one time prior to hearing in a newspaper having general circulation in the City of Van Buren, Arkansas.

Please include the following information with your completed application.

1. A letter of request addressed to the Board of Adjustment.

This letter shall contain:

- a. The owner's name or a letter of signed consent if someone other than the owner submits the application. The applicant's representative must be present at the public hearing.
- b. An explanation for the variance request and any hardship that may be present at the property.
- c. Accurate address of the property involved, including the legal description. Platted sections will have lot and block numbers of the subdivision.
- d. A description of any existing structure(s) on the property and current use of structure(s).

EXAMPLE:

Residential 1,400 square feet, one-story brick and frame structure used as a single-family dwelling.

OR

Commercial 40,000 square feet one-story frame structure used as a convenience store.

2. Attachment required:

- a. A plot plan (survey) showing placement of structure(s) and pointing out where the variance is requested along with any geographical problems and/or existing conditions that may be pertinent to the request.

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