



## **CITY OF SEARCY PLANNING AND DEVELOPMENT**

300 West Arch Avenue · Searcy, AR 72143 · (501) 279-1085 · (501) 207-5731 direct

### **BOARD OF ZONING ADJUSTMENT PACKET**

To request an Appeal of a decision by the Enforcement Officer or to request a Variance before the Board of Zoning Adjustment, you must perform a number of steps. Applications for an Appeal or Variance by the Board of Zoning Adjustment are required to be prepared and submitted in accordance with the procedures set forth in Chapter 10 of the Searcy Zoning Code.

The following is a brief summary of the steps that you will need to take to get have a request heard by the Board of Zoning Adjustment.

1. Contact the Planning Office to verify upcoming Board of Zoning Adjustment dates and to discuss the potential request.
2. Complete the application form contained herein and return to the Planning / Code Enforcement Office no less than 14 days prior to meeting along with payment.
3. Publish a Notice of Public Hearing in a local newspaper no less than 7 days in advance of said Hearing. Please be aware that the local newspaper doesn't publish every day and a delay may occur between submission and publication.
4. Notify all the adjoining property owners/occupants (including across the street) of your intent to request a Variance or an Administrative Appeal, a description of the request, and the date of the Public Hearing by certified mail, return receipt requested no later than 7 days prior to the Public Hearing date.
5. Return proof of publication and certified mail receipts to the Planning / Code Enforcement office prior to Public Hearing date.
6. Appear before The Board of Zoning Adjustment to explain the request for an Administrative Appeal or Variance.

Make sure that you or your representative is thoroughly familiar with these steps. We recommend that you obtain legal assistance; however, this is not required by the City of Searcy.

If you encounter any problems whatsoever in this process, please feel free to contact the City Planner at the Planning / Code Enforcement Office.

# CHECKLIST ITEMS FOR BOARD OF ZONING ADJUSTMENT

Board of Adjustment / Public Hearing Date: \_\_\_\_\_

Publication Deadline: \_\_\_\_\_

## Initial Items Required:

- Application
- Fees Paid (\$15.00 Appeal of Enforcement Officer / Variance)

## Items Required Prior to Board of Zoning Adjustment / Public Hearing Date:

- Proof of Publication
- List of Names and Address of Owners of all Adjoining Properties.
- Certified Mail Receipts to all Adjoining Property Owner/Occupants from the List
- A Map of the Subject Property, Delineating:
  - The Dimensions of Property;
  - Approximate Location of Buildings with Appropriate Dimensions;
  - Land Uses of Adjacent Properties.
- Any Other Supporting Documents or Drawings Needed by Applicant to Provide Further Detail of the Appeal or Variance Request.

## NOTICE OF PUBLIC HEARING

Please take notice that a public hearing before the Board of Zoning Adjustment of the City of Searcy, Arkansas on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ at 4:00 P.M. at the Searcy Planning / Code Enforcement Office, upon the request of \_\_\_\_\_, to grant a Variance of the Searcy Zoning Code for a property located at:

Address or Physical Location:

All interested parties are encouraged to attend the hearing for additional information or to make their comments known.

**OR**

Please take notice that a public hearing before the Board of Zoning Adjustment of the City of Searcy, Arkansas on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ at 4:00 P.M. at the Searcy Planning / Code Enforcement Office, upon the request of \_\_\_\_\_, to hear an Appeal of a decision by a Searcy Enforcement Officer for a property located at:

Address or Physical Location:

All interested parties are encouraged to attend the hearing for additional information or to make their comments known.

**PUBLISHED BY ONE INSERTION**

**NOT LESS THAN 7 DAYS PRIOR TO THE DATE OF THE PUBLIC HEARING**