

REZONING SUBMITTAL CHECKLIST

The following must be turned in to the City Clerk's Office by the *submittal date* (see *schedule chart in this packet*) for your Rezoning Application to be reviewed by the Planning Commission. **Incomplete applications will not be included on the agenda. Incomplete applications will not be included on the agenda.**

1. Pay review fee:

Rezoning Application \$100.00

2. Submit **ten (10) Packets of information**, to include: ***One (1) Packet will contain original signed documents.***

Submitted materials should be 8 ½ x 11 except the scaled drawing or Plat/Plans. All items must be legible.

The applicant is responsible for all documents required for the packets. Missing documents will cause the application to be incomplete.

(If you need extra copies for yourself please include this number for yourself.)

- The completed "Rezoning Application Form" (attached).
 - A **Notarized Statement** that states the applicant is the owner or authorized agent of the owner of the property for which the rezoning application is proposed.
 - **Documentation** if the owner is identified as a business. Articles of incorporation, article of organization, by law or other paperwork stating who can act on the entity's behalf. Along with any minutes that state who the person is in that position at time of application.
 - The **Legal description** of the property-include a **Word file** of the legal description with the PDF submittal, and a copy of the **Warranty Deed** from Washington County. A copy is acceptable.
 - A **written statement with a description of the current zoning, and the proposed zoning.**
 - A full-sized copy of the legible Scaled Drawing or the Plat of Survey/Plan either must be a minimum of **(11x17 or larger)** delineating:
 - The dimensions of the property.
 - The approximate location/s of any building/s with dimensions.
 - Land uses of the adjacent properties.
 - A vicinity map of sufficient clarity to show the location of the property with the proposed rezoning.
 - **Must be signed by surveyor and/or engineer.**
3. Submit **one (1) 8 ½ by 11, hard copy** of the Scaled Drawing/Plat of Survey/Plan (not included in packets).
4. Submit **one (1) PDF copy** of ALL the required materials by email to cityhall@lincolnarkansas.com Please state the project name in the subject line of the email. Plat must be to scale and submitted separately.
5. **Notice of such hearing shall be published at least one time at least fifteen (15) calendar days prior to the date of the public hearing in a newspaper of general circulation in the City of Lincoln.**
- The applicant shall be responsible for this publication, bear the cost of such advertising, and provide an Affidavit of Publication as proof of the notice.
 - At least seven (7) calendar days prior to the public hearing, the applicant must provide proof of publication that the required public notice has appeared in a newspaper of general circulation at least fifteen (15) calendar days prior to the public hearing.
6. **Notice of such hearing shall be given by conspicuously posting a sign on the subject property, involved by the applicant, at least fifteen (15) calendar days prior to the hearing.**
- Posting of the sign by the prescribed time shall be the responsibility of the applicant.
 - The applicant shall use the signs provided by the City of Lincoln and shall pay a refundable deposit.
 - After the hearing, the sign shall be returned within five (5) days or the planning meeting, and a refund of the deposit will be issued for signs in good condition.

2.6.3 Applicability Further Charges Authorized.

In the event that review beyond the initial City planning or Engineering review fees exceed the original fee submittal amount, the owners and/or Developers shall reimburse the City of Lincoln for all additional expenses incurred throughout the review process. All fee reimbursement to the City by the owner/applicant must be received by the City prior to final approval by the City.

All required paperwork must be received within sixty days of original submission date or application will be closed and submitted paperwork minus review fee can be collected at the front desk for 1 week.

LINCOLN, ARKANSAS **REZONING INFORMATION**

Other Information:

Rezoning request are **Zoning Map Amendment** requests and require City Council approval in addition to approval by the Planning Commission.

IF THE REZONING REQUEST IS APPROVED BY THE PLANNING COMMISSION, THE PLANNING COMMISSION CHAIRPERSON WILL FORWARD THE INFORMATION TO THE CITY ATTORNEY TO PREPARE AN ORDINANCE FOR CITY COUNCIL ACTION.

"Finding of Fact

The Planning Commission shall make a specific finding as to whether or not the change is consistent with the objectives of the Zoning Code, and the Plans adopted by the Planning Commission. The Planning Commission shall approve or deny the amendment application. If denied by the Planning Commission, the application will not be heard by the City Council unless the decision is appealed by the applicant.

Authorization by City Council

Any amendment will require a majority vote by the City Council for approval by ordinance.

Effect of Denial of Amendment

No application for an amendment which has been denied wholly or partly by the City Council shall be resubmitted for a period of one (1) year from the date of said denial, except upon decision by the Planning Commission if substantial changes in conditions have occurred. A change of ownership of the subject property will not be deemed a substantial change of conditions."

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LINCOLN, ARKANSAS
REZONING APPLICATION

Notice: Rezoning Applications to be placed on the Planning Commission meeting agenda must have applications turned in to the City Clerk by the submittal date (shown on the attached schedule.)

Name of Development: _____

Applicant: _____

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

APPLICANT/REPRESENTATIVE: *I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the city might not approve what I am applying for or might set conditions on approval.*

Signature of Applicant: _____ Date: _____

Property Owner: _____

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

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

Signature of Property Owner or Agent: _____ Date: _____

Additional Contacts: _____

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Name: _____
Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

APPLICATION CONTINUES ON BACK.

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Property Information:

Address, Proposed Land Use, and Brief Description of Project:

Utility Information:

(Check box if utility has existing lines on or fronting the property and write the name of the company.)

Water company name: _____ Electric Company name: _____
 Gas company name: _____ Telephone company name: _____
 Cable company name: _____ Sewer System / Septic: _____

Parcel Information:

Tax Parcel Number(s): _____ - _____ - _____
Total Parcel Acreage: _____ Current Zoning: _____
Proposed Zoning: _____
Floodplain: yes no FIRM / Map #: _____ Floodplain type (A, AE, etc.): _____

Road Information:

U.S., State, or City Street(s) giving access to property: _____
Road surface (asphalt, gravel, unimproved, etc.): _____ Right of way width: _____

ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.

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OFFICE USE ONLY:

Date Received: _____ Date Application Completed: _____

Planning Commission Approval: _____ Date: _____

City Council Approval: _____ Date: _____

Tabled Dates: _____

Date of Denial: _____ Appeal Filed _____

Notes: _____

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