



## CITY OF BEEBE PLANNING AND DEVELOPMENT

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321 N Elm st · Beebe, AR 72012 · (501) 882-8111 · (501) 288-0036 direct

### REZONING REQUEST PACKET

Thank you for your interest in helping to develop the City of Beebe. To have property rezoned, you must perform a number of steps. Amendments to the Zoning Map adopted by the City of Beebe are required to be prepared and submitted in accordance with the procedures set forth in Section 14.03.05 of the Beebe Zoning Code.

The following is a brief summary of the steps that you will need to take to have the property rezoned.

1. Contact the Planning/ Code Enforcement office to verify upcoming Planning Commission dates and to discuss the potential rezone.
2. Complete the application form contained herein.
3. Return the application and payment to the Planning / Code Enforcement Office by the first of each month for consideration at the next month's Planning Commission meeting. Supporting documents required on the checklist herein, with the exception of certified mail receipts and proof of publication, which shall be turned in at least 7 business days before the planning meeting it will be heard at.
4. Obtain a list of property owners within 200 feet of the property you wish to rezone.
5. Notify your neighbors from the property owner's list of your intent to rezone with a description of the proposed rezone, and the date of the Public hearing by certified mail, return receipt requested no later than 15 days prior to the Public Hearing date.
6. Publish a Notice of Public Hearing in a local newspaper no later than 15 days prior to said Hearing. Please be aware that the local newspaper doesn't publish every day and a delay may occur between submission and publication
7. Return receipts of certified mail and proof of publication no later than 7 days prior to Public Hearing date.
8. Appear before Planning Commission to explain rezoning request.
9. If the Planning Commission approves your rezoning request, appear before the City Council for the final ordinance.

Make sure that you or your representative is thoroughly familiar with these steps.

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

## CHECKLIST ITEMS FOR REZONE

Planning Commission / Public Hearing Date: \_\_\_\_\_

Publication / Notice Deadline: \_\_\_\_\_

### Items Required on the First of the Month:

- Application
- Fees Paid (\$300.00)
- Legal Description of the Property.
- Current zoning classification of the property(ies);
- Zoning classification being requested for the property(ies);
- A statement explaining the reasons for requesting the proposed changes;
- Vicinity Map clearly showing the location of the property.
- A map displaying the property and other properties within 200 ft of the proposed change(s) including the names and addresses of all affected property owners; and
- Such other information as the commission may reasonably require.

### Items Required fifteen Days before the hearing:

- Certified Mail Receipts
- Proof of Publication

\*The City shall be responsible for posting a sign on the Property notifying the public of the rezone request and date of Public Hearing 15 days prior to the Public Hearing.

# NOTICE OF PUBLIC HEARING

Please take notice that a public hearing before the Planning Commission of the City of Beebe, Arkansas on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ at 6:00 pm in the Beebe City Hall Council Chambers, upon the request of \_\_\_\_\_, for an amendment of the Zoning Map of the City of Beebe, Arkansas, changing the Zoning Classification of the hereinafter described land from \_\_\_\_\_ to \_\_\_\_\_ at

Address or Physical Location:

Legal Description:

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 15 DAYS PRIOR TO THE DATE OF THE PUBLIC HEARING



# CITY OF BEEBE

## REQUEST FOR PLANNING COMMISSION ACTION

Date: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**IF YOU ARE NOT THE PROPERTY OWNER,  
PLEASE HAVE THE OWNER COMPLETE THIS SECTION OF THE APPLICATION.**

I am the property owner and hereby appoint \_\_\_\_\_  
to act as my legal agent in pursuing the requested action.

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### ACTION REQUESTED

RE-ZONE FROM \_\_\_\_\_ TO \_\_\_\_\_

PLAT REVIEW TYPE \_\_\_\_\_

CONDITIONAL USE PERMIT \_\_\_\_\_

OTHER (PLEASE SPECIFY) \_\_\_\_\_

I have received a copy of the application packet and understand that all items required on the submittal checklist, along with the appropriate fee, must be submitted, to the Code Enforcement office no later than the close of business on \_\_\_\_\_. I further understand that if the information required is not submitted on time, the case will not be placed on the Planning Commission agenda, that some requirements are mandated by State Law and cannot be altered, and that the Planning Commission will not grant waivers to the adopted procedure.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date Accepted & Recorded by Inspection Dept. \_\_\_\_\_