



**CITY OF WEST FORK, AR**  
**APPLICATION**  
**PETITION FOR REZONING**

The Planning Commission schedule of meeting dates and submission deadlines must be followed to be placed on the Planning Commission meeting agenda. Late and/or incomplete applications will not be addressed by the commission. Returned checks will void the application. The Planning Commission meets on the 3<sup>rd</sup> Thursday of each month at 6:30 pm in the West Fork City Council Chambers, 262 W. Main St., West Fork, AR 72774.

Owner Name: \_\_\_\_\_

Owner's Business Name, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If Representative, also list your Name, Title, Company, Address and Phone: \_\_\_\_\_

\_\_\_\_\_

Correspondence Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Request zoning change from Zoning District \_\_\_\_\_ to Zoning District \_\_\_\_\_ on the property listed below.

Reason for requested rezoning: \_\_\_\_\_

\_\_\_\_\_

Physical address of property affected by this application: \_\_\_\_\_

Attach legal description and site plan (Required: scaled drawing of property showing accurate lot lines, surrounding zoning, adjacent owners and North arrow.)

**Applicant:** I understand and accept the allowance and restrictions of the zoning requested above. I consider the land suitable for all of the uses allowed in the zoning district being requested. I do not consider that the zoning being requested will be detrimental or harmful to surrounding landowners. I consider the uses allowed within the district being requested to be compatible with the uses surrounding the land described above. The names and addresses of all adjacent landowners are listed as an attachment. I consider the list to be complete and accurate for the purposes of public notice as required by the West Fork Zoning Ordinance. By signing below, the applicant affirms that he/she is an owner of record, as evidenced by document(s) on file in the Washington County Circuit Clerk's Office, of the property in this application. If owner is acting through an agent, proper written authorization must accompany the application. Applicant affirms having provided true and accurate information herein. Applicant also affirms by signature that he/she has read, understands, and agrees with, and agrees to comply with the applicable conditions and requirements as set forth in the West Fork Code of Ordinances.

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

Applicant Initials: \_\_\_\_\_

## REQUIREMENTS PRIOR TO AUTHORIZATION: REZONING

1. Read and complete application form, initial each page, pay fee and file application with required documents at the City Administration Building, 164 N. Centennial Ave., West Fork, AR 72774.
2. It is the applicant's responsibility to ensure that the application is correct in all respects. The applicant is urged to seek legal advice at his/her expense, and it is the applicant's responsibility to obtain any legal counsel necessary in order to correctly complete the forms. **The City Staff will review the application for completeness only.**
3. The applicant is responsible for ensuring that the description of the property is correct. The applicant must submit a legal survey or plat map, certified by a registered land surveyor within the previous four (4) months. Applicant is urged to provide a description of the proposed use.
4. Submit all necessary easements.
5. Submit all right-of-way dedications.
6. All paperwork must be submitted to the city by the Thursday (a week) prior to the Thursday meeting of the Planning Commission.
7. After the application is properly filed and the fee paid, the Planning Commission will review the application at its next regular meeting. **The applicant must be present in person and/or by representative at the Planning Commission meeting.**

If the Planning Commission determines all pre-qualifications are met, the Planning Commission will set a date for a public hearing regarding the application.

8. Applicant must, at his/her own expense, give notice of the public hearing as required below. The notice should be substantially the form attached.

Before the Planning Commission may consider a request for rezoning any property, the petitioner shall give not less than ten (10) days written notice of the time, place and date of the public hearing to all the record owners of property within 200 feet as certified by a licensed abstractor. Said notice shall be sent by certified or registered mail to the last known address of each record owner and the petitioner shall execute and file with the Planning Commission a notarized Affidavit showing compliance herewith attaching as exhibits to such Affidavit official evidence that said notices have been so mailed.

The above Notice shall also be published in a newspaper of general circulation within the City of West Fork not less than 15 days prior to the date of the public hearing.

9. The notarized Affidavit required and supporting exhibits (return receipts, certified abstract list of property owners of record, copy of notice advertisement record) shall be filed at the City Administration Building no later than six (6) calendar days prior to the hearing date.
10. **The applicant must be present in person and/or by representative at the public hearing** and be prepared to answer any questions the Planning Commission or interested parties may have. **The applicant must be present in person and/or by representative at the subsequent City Council meeting** immediately following the public hearing and be prepared to answer any questions the City Council or interested parties may have.

If the applicant has obtained legal counsel to assist in the preparation of the rezoning application, applicant's legal counsel should also be present.

**NOTE:** Failure to comply with the above requirements may cause your application to be withheld and not considered at the Planning Commission meeting and/or the public hearing and may also require renotification of adjacent property owners and/or reapplication (plus fees) for rezoning.

---

**FEES:** Rezoning - \$100.00 (Ord. No. 473, Sec. 1)

---

(FORM OF NOTICE)

---

NOTICE

NOTICE IS HEREBY GIVEN THAT PURSUANT TO THE PROVISIONS OF THE CODE OF ORDINANCES OF THE CITY OF WEST FORK, THE FOLLOWING PETITION FOR REZONING HAS BEEN SET FOR HEARING BEFORE THE PLANNING COMMISSION IN THE WEST FORK CITY COUNCIL CHAMBERS, 262 W. MAIN ST., WEST FORK, ARKANSAS, 72774, ON

\_\_\_\_\_ (date)

\_\_\_\_\_ (time)

PETITION FOR REZONING BY \_\_\_\_\_ (owner's name)

TO REZONE THE DESCRIBED PROPERTY FROM \_\_\_\_\_ TO \_\_\_\_\_

PHYSICAL LOCATION AND ADDRESS OF SUBJECT PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_

LEGAL DESCRIPTION OF SUBJECT PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_

All interested parties may appear and be heard at said time and place. A copy of the Petition and supporting documents are available for review at the City Administration Building, 164 N. Centennial Ave., West Fork, Arkansas 72774.

\_\_\_\_\_

West Fork Administrative Entries

Zoning change requested from \_\_\_\_\_ to \_\_\_\_\_

Petition accepted and fee paid. Date: \_\_\_\_\_ City Administrator's initials: \_\_\_\_\_

Cash    Check # \_\_\_\_\_

Initial application review by Planning Commission. Date: \_\_\_\_\_ Rep. initials: \_\_\_\_\_

Application Approved:  Yes    No    Tabled for up to \_\_\_\_\_ days. Comments: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Planning Commission Approved After Public Hearing:  Yes    No

Comments: \_\_\_\_\_

Planning Comm. Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Council Action Approved:  Yes    No

Comments: \_\_\_\_\_

Ordinance #: \_\_\_\_\_ Date: \_\_\_\_\_