



City of Gravette  
 202 Main St. NE  
 Gravette, AR 72736  
 P: 479-787-5757  
 F: 479-787-5018

## City of Gravette REZONING APPLICATION

Please fill out this form completely. A completed application and items 1-5 on the rezoning checklist must be received before the request for rezoning will be placed on the Planning Commission agenda.

### Contact Information

Representative:	Business Name:
Address:	Phone number:
	Fax number:
	Email:

Property owner:	Primary contact:
Address:	Phone number:
	Email:

### Property Description

Site address:	Acreage:
	Lot size:
	Parcel number:
Current zoning:	Proposed zoning:
Proposed land use:	

*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 the City of Gravette may not approve my request or might set conditions on approval.

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

*Property owner/Authorized agent:* I certify under penalty of perjury that I am the owner of the property that is the subject of this application and I have read this application and consent to its filing. *If signed by an authorized agent, a letter from the property owner must be provided indicating the agent is authorized to act on behalf of the property owner.*

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



# City of Gravette REZONING REQUEST CHECKLIST

## Application procedure

**Items 1-5 must be submitted with application, or it will not be accepted.**

- 1. Completed application form
- 2. Payment of rezoning application fee (\$350)
- 3. Warranty deed
  - a. A copy of the warranty deed showing the current ownership of the property is required. A survey may be required if the deed cannot be accurately drawn to meet the Arkansas minimum survey accuracy standards. If you do not have a warranty deed, a copy may be obtained from the Benton County Circuit Clerk's office.
- 4. Legal description
  - a. An accurate legal description of the property is required to be submitted an electronic word processing format. If the legal description is not accurate, city staff will contact you and you will have two days to submit an accurate legal description.
- 5. Narrative
  - a. A typed or written statement addressing each of the following:
    - i. Identification of current zoning designation and proposed zoning designation, including current owner information and any proposed sales.
    - ii. Reason or need for rezoning request
    - iii. Statement of how requested rezoning will conform to surrounding properties concerning:
      - 1. Use
      - 2. Traffic
      - 3. Signage
      - 4. Appearance
    - iv. Availability of water and sewer, including size of lines. If direct water and/or sewer is not available, describe how lines will be accessed and connected.
- 6. After all items have been received, a date for public hearing will be scheduled to occur during a regularly scheduled Planning Commission meeting. The Planning Commission normally meets the second Tuesday of the month. THE PETITIONER OR A REPRESENTATIVE MUST ATTEND THE PUBLIC HEARING TO ANSWER ANY QUESTIONS FROM THE PLANNING COMMISSION.

## Procedure to follow after public hearing date has been set

- 1. Notification
 

IF THE NOTIFICATION PROCESS IS NOT COMPLETED AS DESCRIBED, THIS ITEM WILL BE REMOVED FROM THE AGENDA AND MUST BE RESUBMITTED FOR CONSIDERATION. NO EXCEPTIONS.

  - a. Locate all property owners within 300-foot radius of the property. This information may be obtained from City Hall or a title company.
  - b. Obtain an 8.5"x11" vicinity map from City Hall or on your own. Mark the property for which a rezoning is being requested.
  - c. Complete the public notice letter provided with this application and attach a vicinity map. DO NOT SEND PUBLIC NOTICES WITHOUT A VICINITY MAP.
  - d. Send to all property owners within 300-foot radius a public notice letter and vicinity map. This must be sent by certified mail.
  - e. The following must be submitted to City Hall no later than fifteen days prior to public hearing date:
    - i. List of property owners within 300 feet.
    - ii. Certified mail receipts.



- iii. Copy of public notice and attached vicinity map.
2. The planning department will advertise this rezoning request and notice of public hearing in a newspaper of local circulation no later than fifteen days prior to the Planning Commission date.
3. The planning department may post a public hearing sign on the subject property no later than fifteen days prior to the Planning Commission date.

#### After the public hearing

1. The Planning Commission may vote to recommend approval to the City Council, approval with revisions, or to deny the application.
  - a. A denied application may be appealed to the City Council by filing a letter of appeal with the City Clerk within fifteen days of denial.
2. If approved by the Planning Commission, an ordinance will be written and submitted to the City Council for review and approval.
  - A. THE PETITIONER OR A REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING DURING WHICH THE ORDINANCE WILL BE REVIEWED.
3. If approved by City Council, an ordinance reflecting the approved rezoning will go into effect 30 days from the date of approval.

#### Procedure to withdraw a rezoning request

A request for rezoning may be withdrawn by two methods:

1. The petitioner may make the request in writing and submit that request to City Hall one week before the date of the Planning Commission meeting at which the public hearing will be held.
2. The petitioner may appear at the public hearing and request that the rezoning be withdrawn.
  - a. The petitioner will not receive a refund if the item is removed from the agenda.



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## NOTICE OF INTENT TO REZONE

\_\_\_\_\_ has requested the Gravette Planning Commission to set a public hearing date to consider rezoning the following property from \_\_\_\_\_ to \_\_\_\_\_.

The legal description of the property is as follows (see also attached vicinity map):

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

The common description of the property is:

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

Proposed land use: \_\_\_\_\_

\_\_\_\_\_

The public hearing is \_\_\_\_\_ at \_\_\_\_\_ PM at \_\_\_\_\_.

If you wish to express any comments about the requested rezoning, you may respond by:

1. Attending the public hearing and expressing your views
2. Expressing your opinions in writing to the Gravette Planning Commission. You may mail or deliver this document to:
  - Gravette Planning Department  
202 Main St. NE  
Gravette, AR 72736

I/we have received the notice of public hearing for rezoning of the above-described property and:

- I/we have no objections to the rezoning  
 I/we object to the rezoning because:

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

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

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