

**City of Pottsville, Arkansas Zoning Ordinance**

**APPENDIX (a)**

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6. Commercial Building Permit Application
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**Requirements for building permit to be issued**

1. Dwelling has to be on a separately deeded piece of property from any other dwellings.
2. Valid survey of property where building is to be constructed.
3. Set of plans for construction of building.
4. Completed building permit application.
5. Building Permit fee paid.

The above listed items will have to be presented to the Planning and Zoning Committee prior to any work being done.

The Planning and Zoning Committee meets the 1<sup>st</sup> Monday of each month at 7:00pm.

# APPLICATION FOR BUILDING PERMIT

173 East Ash Street 968-3029  
Pottsville, Arkansas

20

I, \_\_\_\_\_ Address \_\_\_\_\_

State License Number \_\_\_\_\_

Hereby make application for a permit to:

Construct: \_\_\_\_\_ Remodel \_\_\_\_\_

Place \_\_\_\_\_ Other \_\_\_\_\_

For \_\_\_\_\_ in the City of Pottsville, Viz:

Street Address \_\_\_\_\_

DIMENSIONS: Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft. Height of Walls \_\_\_\_\_ ft.

MATERIALS: foundations: Monolithic Slab \_\_\_\_\_ Footing & Block \_\_\_\_\_ FLOOR: Concrete \_\_\_\_\_ Wood \_\_\_\_\_

EXTERIOR WALLS: Brick \_\_\_\_\_ Masonry \_\_\_\_\_ Wood \_\_\_\_\_ Metal \_\_\_\_\_

ROOF: Built-up \_\_\_\_\_ Wood Shake \_\_\_\_\_ Comp. Shingles \_\_\_\_\_ Metal \_\_\_\_\_

INTERIOR FINISH: Sheetrock \_\_\_\_\_ Paneling \_\_\_\_\_ Number of Stories \_\_\_\_\_

Distance to Property Lines: North \_\_\_\_\_ ft. South \_\_\_\_\_ ft. East \_\_\_\_\_ ft. West \_\_\_\_\_ ft.

Building to be used For: \_\_\_\_\_ Zone \_\_\_\_\_

Name of Contractor or Head Workman: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Construction to Commence on: \_\_\_\_\_

Health Department Approval? \_\_\_\_\_ No. of Parking Spaces \_\_\_\_\_ Perc Test \_\_\_\_\_

Estimated Cost of Construction Based on Materials & Labor: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Collected: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Remarks: \_\_\_\_\_

If permit is granted, I hereby agree to erect said building according to the above plans and specifications and to complete all work in accordance with standard building codes.

**You are required to be present at the Planning & Zoning Meeting for the application to be considered.** Signed: \_\_\_\_\_

For: \_\_\_\_\_

The Building Inspector of the City of Pottsville, Arkansas, hereby \_\_\_\_\_ the above application for building permit.

REMARKS: \_\_\_\_\_

Date approved by Planning Commission \_\_\_\_\_ Board of Adjustment \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

Building Inspector: \_\_\_\_\_

# City of Pottsville Planning and Zoning

## Building Permit Approval Check List Form

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Is the building/dwelling Residential?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the property properly zoned for the requested building/dwelling?               | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there a current survey platt attached?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there a building plan attached?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the building/dwelling within the required setbacks and placement requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the building/dwelling on a separately deeded piece of property?                | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. If required, is a Current Valid Perk Test and septic system plan attached?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is there a building permit application filled out and paid for?                   | <input type="checkbox"/> | <input type="checkbox"/> |

**SECTION 14** (Revised by Pottsville City Ordinance 98-04 Dated December, 1998)

**MANUFACTURED HOMES**

The establishment, location, and use of single and double-wide manufactured homes as scattered-site single-family residences shall be permitted in the R-2 and R-3 zoning districts. **Double-wide manufactured homes only may be considered** under the special **use permit** provisions of the Ordinances in the R-1 Residential zone, subject to all requirements and limitations applying generally to such residential use in each of the respective districts. **All manufactured** homes shall meet all of the following requirements and limitations:

- A. The home shall **have a manufactured date less than three (3) years from date of application and** meet all requirements as defined in Article X and must possess all necessary building and occupancy permits and other certifications required by the City for a dwelling unit;
- B. **Prior to a building permit being issued or an application for a special use permit the following items must be presented to the building inspector or Zoning Commission.**
  - (1) **The manufacturer's specification for manufactured home to be installed. These specifications should include but not be limited to dimensions, type of roof, type of siding, the age of the home, required anchoring specifications, and required foundation pier arrangement.**
  - (2) **The specific size of the lot and how the home will be placed on the lot.**
  - (3) **Cash or surety bond in the amount of \$1000 to be made payable to the City of Pottsville if all requirements for installation of the manufactured home are not met within ninety (90) days of the date the building permit is issued. The cash or surety bond will be returned to the owner of the home when all requirements are met before the ninety (90) day time limit.**
- C. The home must be appropriately sited on the lot, with the front of the home oriented to the front of the lot, and all required setbacks (front, side, and rear) of the zoning district in which the home is located must be met without any exceptions or variances;
- D. The home shall be **placed upon poured footings and piers or perimeter foundation constructed to conform to manufacturer's installation specifications and the Building Code of the City of Pottsville. All transport elements such as wheels, axles, trailer or transport hitches and exterior light systems attached for highway usage must be removed. The home shall be anchored in compliance with the design load requirements of the manufacturer's installation specifications and the Building Code of the City of Pottsville, Arkansas.**
- E. The home shall be covered with an exterior material customarily used on site-built residential dwellings, and such material shall extend over the top of the foundation **to completely enclose (no exposed piers)** unless said foundation is constructed of solid brick, stone or masonry material;
- F. The home shall have a roof composed of a material customarily used on site-built residential dwellings, such as fiberglass, shake, asphalt, or tile, which shall be installed onto a surface appropriately pitched for the materials used.

# Inspection Sheet

**City Of Pottsville  
173 East Ash Street  
Pottsville, AR 72858  
Phone: 968-3029**

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

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

Contractor: \_\_\_\_\_

	<u>Date</u>	<u>Inspector Initials</u>
Footing:	_____	_____
Slab:	_____	_____
Plumbing Roughin:	_____	_____
Framing:	_____	_____
Elictrical Roughin:	_____	_____
HVAC Roughin:	_____	_____
Plumbing Top-Out:	_____	_____
Electric Green-Tag:	_____	_____
C of O / Overall Final:	_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPLICATION FOR COMMERCIAL BUILDING PERMIT

173 East Ash Street 968-3029  
Pottsville, Arkansas

20

I, \_\_\_\_\_ Address \_\_\_\_\_

State License Number \_\_\_\_\_

Hereby make application for a permit to:

Construct: \_\_\_\_\_ Remodel \_\_\_\_\_

Place \_\_\_\_\_ Other \_\_\_\_\_

For \_\_\_\_\_ in the City of Pottsville, Viz:

Street Address \_\_\_\_\_

DIMENSIONS: Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft. Height of Walls \_\_\_\_\_ ft.

MATERIALS: foundations: Monolithic Slab \_\_\_\_\_ Footing & Block \_\_\_\_\_ FLOOR: Concrete \_\_\_\_\_ Wood \_\_\_\_\_

EXTERIOR WALLS: Brick \_\_\_\_\_ Masonry \_\_\_\_\_ Wood \_\_\_\_\_ Metal \_\_\_\_\_

ROOF: Built-up \_\_\_\_\_ Wood Shake \_\_\_\_\_ Comp. Shingles \_\_\_\_\_ Metal \_\_\_\_\_

INTERIOR FINISH: Sheetrock \_\_\_\_\_ Paneling \_\_\_\_\_ Number of Stories \_\_\_\_\_

Distance to Property Lines: North \_\_\_\_\_ ft. South \_\_\_\_\_ ft. East \_\_\_\_\_ ft. West \_\_\_\_\_ ft.

Building to be used For: \_\_\_\_\_ Zone \_\_\_\_\_

Name of Contractor or Head Workman: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Construction to Commence on: \_\_\_\_\_

Health Department Approval? \_\_\_\_\_ No. of Parking Spaces \_\_\_\_\_ Perc Test \_\_\_\_\_

Estimated Cost of Construction Based on Materials & Labor: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Collected: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Remarks: \_\_\_\_\_

If permit is granted, I hereby agree to erect said building according to the above plans and specifications and to complete all work in accordance with standard building codes.

**You are required to be present at the Planning & Zoning Meeting for the application to be considered.** Signed: \_\_\_\_\_

**COMMERCIAL APPLICATION SEE ATTACHED ORDINANCE.** For: \_\_\_\_\_

The Building Inspector of the City of Pottsville, Arkansas, hereby \_\_\_\_\_ the above application for building permit.

REMARKS: \_\_\_\_\_

Date approved by Planning Commission \_\_\_\_\_ Board of Adjustment \_\_\_\_\_

PERMIT NO. \_\_\_\_\_ Building Inspector: \_\_\_\_\_

# APPLICATION FOR ELECTRIC PERMIT

173 East Ash Street 968-3029

Pottsville, Arkansas \_\_\_\_\_ 20\_\_\_\_\_

I, \_\_\_\_\_ Address \_\_\_\_\_

**LICENSE NUMBER** \_\_\_\_\_ **EXP.DATE** \_\_\_\_\_

Hereby make application for a permit to:

*Wire:* \_\_\_\_\_ *Relocate Service* \_\_\_\_\_

Rewire \_\_\_\_\_ Change Service \_\_\_\_\_

Install Main Disconnect \_\_\_\_\_ in the City of Pottsville, Vic:

Location: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition: \_\_\_\_\_

Street Address \_\_\_\_\_

Service Entrance Cable Size \_\_\_\_\_ Panel Box Size: \_\_\_\_\_ Amps

No. Lights or Switches \_\_\_\_\_ No. 110 Volt Outlets \_\_\_\_\_

No. Motor Circuits \_\_\_\_\_ No. 220 Volt Outlets \_\_\_\_\_

Main Disconnect Size: \_\_\_\_\_ Amps

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

PERMIT FEE: Residential \$ \_\_\_\_\_

Service Entrance, (New or relocated) and Main Disconnects: Commercial \$ \_\_\_\_\_

\_\_\_\_\_ Outlets @ \$ \_\_\_\_\_ plus \_\_\_\_\_ Outlets @ \$ \_\_\_\_\_ ea. \$ \_\_\_\_\_ = \$ \_\_\_\_\_

(Note Count Motor Circuits As Outlets when Computing fee)

\_\_\_\_\_ Lights @ \$ \_\_\_\_\_ plus \_\_\_\_\_ Lights @ \$ \_\_\_\_\_ ea. \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Penalty for not purchasing permit prior to work commencing = 50% of permit fee:** = \$ \_\_\_\_\_

Total Permit Fee: \$ \_\_\_\_\_ Collected \$ \_\_\_\_\_ **Receipt Number** \_\_\_\_\_

If permit is granted, I hereby agree to complete all work in accordance with National Electric Code, \_\_\_\_\_ Edition, or notify the Electric Inspector of any change thereto.

Signed: \_\_\_\_\_

For: \_\_\_\_\_

Permit # \_\_\_\_\_

**APPLICATION MUST BE COMPLETE**

## PERMIT

The Electric Inspector of the City of Pottsville, Arkansas, hereby \_\_\_\_\_ the above application for Electric permit.

REMARKS: \_\_\_\_\_

Permit No. \_\_\_\_\_ Electric Inspector: \_\_\_\_\_



**PERMIT**  
**APPLICATION FOR EXCAVATIONS AND ALTERATIONS**  
**TO CITY STREETS, ALLEYS AND SIDEWALKS**

173 East Ash Street 968-3029

Pottsville, Arkansas \_\_\_\_\_ 20\_\_\_\_\_

I, \_\_\_\_\_ Address \_\_\_\_\_

Hereby make application for a permit to:

*Cut Into:* \_\_\_\_\_ *Tunnel Under* \_\_\_\_\_

Relocate: \_\_\_\_\_ in the City of Pottsville, Vic:

Location: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition: \_\_\_\_\_

Street Address \_\_\_\_\_

Approximate Square Foot of Surface to be disturbed: \_\_\_\_\_

BOND/DEPOSIT : (Concrete or other bituminous surface \$15.00 per square foot)  
(Gravel surface \$10.00 per square foot)

Bonding Agency: \_\_\_\_\_ Bond/Deposit Amount: \$ \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

All excavations made are to be restored to their original condition to the satisfaction of the mayor or his appointee before the bond/deposit shall be returned.

Signed: \_\_\_\_\_

For: \_\_\_\_\_

Permit #: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_

**CITY OF POTTSVILLE**  
**APPLICATION FOR MECHANICAL PERMIT**  
173 East Ash Street 968-3029

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

**Permit Number:** \_\_\_\_\_

Project Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Description of work to be done: \_\_\_\_\_

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Residential permit and inspection fee: One (1) unit \$20.00; For each additional unit \$10.00.

Commercial permit and inspection fee: Up to four (4) units \$30.00; For each additional unit \$10.00.

Fee for inspecting alteration and additions to an existing system is \$15.00.

Fee for re-inspection is \$20.00.

(note – One unit consists of one a.c. unit and one heating or combination heat and air unit)

**Penalty for not purchasing permit prior to commencing work = 50% of permit fee.**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\_\_\_\_\_  
(SIGNATURE OF CONTRACTOR OR OWNER)      DATE: \_\_\_\_\_

\_\_\_\_\_  
(APPROVED BY)      DATE: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

**APPLICATION MUST BE COMPLETE**

# APPLICATION FOR PLUMBING PERMIT

173 East Ash Street 968-3029

Pottsville, Arkansas \_\_\_\_\_ 20\_\_\_\_\_

I, \_\_\_\_\_ Address \_\_\_\_\_

Hereby make application for a permit to:

PLUMB \_\_\_\_\_

REPLUMB \_\_\_\_\_

OTHER \_\_\_\_\_

AT STREET ADDRESS \_\_\_\_\_

FOR \_\_\_\_\_

PLUMBERS NAME \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_ EXP.DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ LICENSE # \_\_\_\_\_

COMMODE \_\_\_\_\_ WASHING MACHINE \_\_\_\_\_

SINKS \_\_\_\_\_ FLOOR DRAIN \_\_\_\_\_

LAVATORIES \_\_\_\_\_ DISH WASHER \_\_\_\_\_

ICE MAKER \_\_\_\_\_ WATER HEATER \_\_\_\_\_

BATH TUB/SHOWER \_\_\_\_\_

INSPECTION: WATER \_\_\_\_\_, GAS \_\_\_\_\_

\_\_\_\_\_ FIXTURES @ \$2.00 PLUS \_\_\_\_\_ INSPECTIONS @ \$12.00 = \_\_\_\_\_

Penalty for not purchasing permit prior to commencing work = 50% of permit fee: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

RECEIPT # \_\_\_\_\_

PERMIT # \_\_\_\_\_

IF PERMIT IS GRANTED, I AGREE TO DO ALL WORK ABOVE IN STRICT COMPLIANCE WITH CITY AND STATE REGULATIONS.

SIGNATURE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_

APPLICATION MUST BE COMPELTE

PETITION NO.: \_\_\_\_\_

FILING DATE: \_\_\_\_\_

**SPECIAL USE PERMIT APPLICATION**

TO THE POTTSVILLE PLANNING COMMISSION:

Application is hereby made to the City Planning Commission, pursuant to the City of Pottsville, Arkansas Zoning Ordinance No. 94-3, petitioning for a special use permit for the following described area:

1. Legal Description: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Name of Property Owner: \_\_\_\_\_
4. It is desired that a special use permit be issued for the area described above which is zoned \_\_\_\_\_.
5. Present Use of Property: \_\_\_\_\_
6. Desired Use of Property: \_\_\_\_\_
7. There are/There are no deed restrictions pertaining to the use of this property. Any restrictions are described : \_\_\_\_\_  
\_\_\_\_\_
8. A statement and diagram explaining why the proposed changes will not conflict with surrounding land uses is enclosed as part of this petition.
9. A map of the subject property is attached herewith and the map shows (1) the approximate dimensions of each property line and adjoining right-of-way (2) the approximate outline of any buildings on subject property and adjacent properties, and (3) land uses and owners' names for all lands adjacent to, or located directly across the street from the subject property.
10. The application-filing fee of fifty dollars (\$50.00) has been paid.
11. It is understood that notice of the public hearing before the Planning Commission will be published at least 15 days prior to said hearing in a newspaper of general circulation in the City, and that notice of said hearing must be circulated by the applicant to all other parties in interest, including all owners of land adjacent to, or located directly across the street from the property proposed for rezoning.
12. Posting of Sign. The proponent of change shall post a sign on the property fifteen (15) days prior to the date of the public hearing and on which is set forth the date and place of the hearing and the existing and proposed changes in land use classification.
13. If change is disapproved, the petitioner may appeal such disapproval, provided that he states specifically in writing to the City Clerk why you consider the Planning Commission's findings to be in error. Such appeal shall be filed with the City Clerk within fifteen (15) days of receipt of notice of Planning Commission's action.
14. Under penalties of perjury, I declare that I have examined this application, including accompanying materials and statements and to the best of my knowledge and belief, it is true, correct and complete.

Signed by Petitioner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

NOTE: USE ADDITIONAL SHEETS IF SPACES ARE INADEQUATE

PETITION NO.: \_\_\_\_\_

FILING DATE: \_\_\_\_\_

**VARIANCE APPLICATION**

TO THE POTTSVILLE PLANNING COMMISSION:

Application is hereby made to the City Planning Commission, pursuant to the City of Pottsville, Arkansas Zoning Ordinance No. 94-3, petitioning for a variance for the following described area:

15. Legal Description: \_\_\_\_\_

16. Street Address: \_\_\_\_\_

17. Name of Property Owner: \_\_\_\_\_

18. It is desired that a variance t be issued for the area described above which is zoned \_\_\_\_\_.

19. Present Use of Property: \_\_\_\_\_

20. Desired Use of Property: \_\_\_\_\_

21. There are/There are no deed restrictions pertaining to the use of this property. Any restrictions are described : \_\_\_\_\_  
\_\_\_\_\_

22. A statement and diagram explaining why the proposed changes will not conflict with surrounding land uses is enclosed as part of this petition.

23. A map of the subject property is attached herewith and the map shows (1) the approximate dimensions of each property line and adjoining right-of-way (2) the approximate outline of any buildings on subject property and adjacent properties, and (3) land uses and owners' names for all lands adjacent to, or located directly across the street from the subject property.

24. The application-filing fee of twenty five dollars (\$25.00) has been paid.

25. It is understood that notice of the public hearing before the Planning Commission will be published at least 15 days prior to said hearing in a newspaper of general circulation in the City, and that notice of said hearing must be circulated by the applicant to all other parties in interest, including all owners of land adjacent to, or located directly across the street from the property proposed for variance.

26. Posting of Sign. The proponent of change shall post a sign on the property fifteen (15) days prior to the date of the public hearing and on which is set forth the date and place of the hearing and the existing and proposed changes in land use classification.

27. If change is disapproved, the petitioner may appeal such disapproval, provided that he states specifically in writing to the City Clerk why you consider the Planning Commission's findings to be in error. Such appeal shall be filed with the City Clerk within fifteen (15) days of receipt of notice of Planning Commission's action.

28. Under penalties of perjury, I declare that I have examined this application, including accompanying materials and statements and to the best of my knowledge and belief, it is true, correct and complete.

Signed by Petitioner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

NOTE: USE ADDITIONAL SHEETS IF SPACES ARE INADEQUATE

# PROCEDURE FOR REZONING

1. Attached is a petition for re-zoning. This office does not fill out the forms and you will be responsible for mailing all copies to the planning commission members.
2. You shall return the original to this office along with a filing fee of \$25.00. This office can make copies for you at your cost. Retain one copy for yourself And mail one copy to each of the following members. (all copies should contain the same documents):

GERALD CHENOWITH  
793 Day Rd.  
Pottsville, AR 72858

EARL SEARS  
50 Vanita Loop  
Pottsville, AR 72858

BILL COCANOUGH  
5497 SR 247  
Pottsville, AR 72858

RANDY TANKERSLEY  
3571 SR 247  
Pottsville, AR 72858

RAY CYNOVA  
74 Heathcoat Drive  
Pottsville, AR 72858

DONNIE ELLIOTT  
150 Vanita Loop  
Pottsville, AR 72858

LARRY HARRIS  
P.O. Box 134  
Pottsville, AR 72858

CHARLES OATES  
6368 SR 247  
Pottsville, AR 72858

ROBBY SIMS  
193 Hutcherson Road  
Russellville, AR 72802

3. When you return the forms, the petition will be placed on the agenda for the next Planning Commission meeting requesting that the commission set a date to conduct a public hearing on your petition. The Planning Commission meets the first Monday of each month at 7:00 P.M. and the petition must be submitted at least fifteen (15) days prior to the scheduled meeting date of the commission in order to be on the agenda.
4. After the Planning Commission has set a date for a public hearing, you will prepare a legal notice of this hearing. Notice of the public hearing on the re-zoning petition shall be published in a newspaper of general circulation in the City of Pottsville at least one (1) time fifteen (15) days prior to the public hearing. You shall publish the notice and submit to the commission an editor's affidavit of publication.

Additionally, you shall submit to the Planning Commission prior to the public hearing evidence that you have contacted in written form the owner or owners of each separate parcel of land that is adjacent to, or located directly across the street from said lot indicating to each affected owner the content of the location of affected properties together with the owner of record and written acknowledgement from each owner of receipt of proper identification such as postal return-receipt slips.

Finally, you shall place a sign in a conspicuous place of the public hearing on the re-zoning proposal. This sign must be placed on site not fewer than fifteen (15) days prior to the date of the hearing. The City will furnish the required sign.

***THE PLANNING COMMISSION WILL NOT HEAR ANY REQUEST FOR REZONING UNTIL ALL OF THE ABOVE REQUIREMENTS HAVE BEEN MET.***

5. On the date set, the Planning Commission will conduct a public hearing. If the Commission approves the re-zoning, it must be adopted by the City Council by ordinance before it is official. You or your attorney will prepare the Council meeting date. The ordinance will have to be published and you will be responsible for paying the publication fee.
6. If you have any questions concerning the form, please contact City Hall at 968-3029.



12. Posting of Sign. The proponent of change shall post a sign on the property fifteen (15) days prior to the date of the public hearing and on which is set forth the date and place of the hearing and the existing and proposed changes in zoning classification.
  
13. If change is disapproved, the petitioner may appeal such disapproval, provided that he/she states specifically in writing to the City Clerk why he/she considers the Planning Commission's findings to be in error. Such appeal shall be filed with the City Clerk within fifteen (15) days of receipt of notice of Planning Commission's action.
  
14. Under penalties of perjury, I declare that I have examined this petition, including accompanying materials and statements and to the best of my knowledge and belief, it is true, correct and complete.

Signed by Petitioner: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

NOTE: USE ADDITIONAL SHEETS IF SPACES ARE INADEQUATE.