



CITY OF CENTERTON
Board of Zoning Adjustment
VARIANCE REQUEST
APPLICATION & CHECKLIST

STAFF USE ONLY:

Date Application Submitted _____
Date Accepted as Complete _____
Public Hearing Date _____
Approval Granted: YES ___ NO ___
Approval Date: _____
Contingencies: _____

PROJECT NO: _____
Application Fee: **\$100.00**
Date Paid _____ R# _____
Publication Cost: _____
Date Pd _____ R# _____

VARIANCE APPLICATION:

Project Name: _____ Zoning District: _____
Site Address: _____ PID#(s) _____

Check each of the following Variance type(s) being requested:

- A. Building Setback
- B. Lot Width/Depth
- C. Nonconforming Use
- D. Lot/Tract Size
- E. Structure in Utility Easement
- F. Sign Code
- G. Parking-Space Requirements
- H. Other - List _____

List the Code Section(s) for which the Variance is being requested: _____

Fill out the applicable sections of this form. Supply all necessary information and documentation to support your request. *Your application will not be placed on the Board of Zoning Adjustments agenda until all required information is furnished. Note that the Applicant or a Representative must be present at the Board of Adjustment Meeting when scheduled.*

GENERAL INFORMATION:

Applicant: _____
Address: _____

Day Phone: _____
Fax #: _____
e-mail: _____

Representative: _____
Address: _____

Day Phone: _____
Fax #: _____
e-mail: _____

Property Owner(s): _____
Address: _____

Day Phone: _____
Fax #: _____
e-mail: _____

Indicate where correspondence should be sent: _____ Applicant _____ Representative _____ Owner

FINANCIAL INTERESTS:

The following entities and / or persons have financial interest in this project / property upon which a Variance is being requested:

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 the application completeness, determination, or approval. I understand that the City might not approve what I / We are applying for or may set conditions of approval.

Name(s) - printed _____ Date: _____

Signatures: _____

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 signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her/their behalf.)*

Name(s) - printed _____ Date: _____

Signatures: _____

➔ Address Each of Following and all CHECKLIST ITEMS, As Applicable:

Nonconforming Use:

Type of Structure: _____ Building size (SF): _____
Current Use _____ Proposed Use _____
Hours of operation: _____ Days of operation: S-M-Tu-W-Th-F-S
Number of employees: _____

Building Encroachment in Setback/Easement:

Existing Required Setback: side yard _____ (ft) / rear yard _____ (ft)
Existing Drainage/Utility Easements: side yard _____ (ft) / rear yard _____ (ft)
Requested Encroachment is _____ ft. in setback _____ ft. in easement

Lot Width or Area:

Existing: Lot Width _____ (ft) Lot Area _____ (ft)
Required: Lot Width _____ (ft) Lot Area _____ (ft)
Variance Requested: _____ (ft) _____ (ft)

Signage: Provide drawings of proposed signs with dimensions and site plan. Include narrative of the variance being requested.

Parking: Total No. of Required parking spaces: _____ No. of H/C spaces: _____
Total No. of Proposed parking spaces: _____ No. of H/C spaces: _____
Variance Requested: _____

Checklist Information:

Applicant shall address each item, as deemed applicable. Applicant shall submit a written explanation or narrative describing why the item does not apply and should not be required to process the Application. (Please check selection and return with Application)

YES NO N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Completed application form . |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Legal Description of property (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. A copy of the deed for the property showing current ownership. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Site plan (drawn to reasonable scale to fit on single page) based on the deed or survey, showing all existing and proposed structures, with dimensions from the structure to the property line(s) and with required setbacks, easements, and location of all affected utilities shown. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. A detailed explanation of the appeal as listed on the Application form. The explanation should include what is being requested or proposed and demonstrate how and why approval will NOT BE CONTRARY to each of the following criteria: (use narrative style format in explanation) <ul style="list-style-type: none">A. Preservation of Intent: That the variance, if granted, is consistent with the purpose and intent of the regulations for the district in which development is located. No variance shall have the effect of permitting a use in any district that is not a stated permitted use, accessory use, or conditional use of that particular district.B. Exceptional Circumstances: That exceptional, extraordinary or unusual conditions or circumstances applying to the lot, parcel, structure or intended use exist that do not apply to other properties or uses in the same district which are unique to the individual property under consideration.C. Hardship Not Grounds for Variance: That the special conditions and/or circumstances do not result from the intended or proposed actions of the applicant. No variance may be granted solely on the basis of economic gain or loss. For hardship to exist, the deprivation resulting from application of the ordinance must be so great as to effectively prevent the owner from making any reasonable use of the land.D. Preservation of Property Rights: That literal interpretation of the provisions of this ordinance would deprive the applicant of substantial rights commonly enjoyed by other properties in the same district under the terms of this ordinance.E. Absence of Detriment: That granting the variance requested will not create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this chapter or the public interest. |

o o o 6. If possible, submit photographs demonstrating where and why the variance is requested.

o o o 7. **Public Hearing Notice:**

- A. Publication of Notice of Hearing - The City will request publication of the Notice of Public Hearing, via the local paper, at the applicant's expense. The notice will be published 15 days prior to the public hearing date and an invoice sent to the applicant/owner for the cost. The Invoice must be paid no later than one day prior to the public hearing date.
- B. Mailed Notices to Adjacent Properties – The Board shall also give or cause to be given such additional notice of such hearing to interested persons and organizations as it shall deem feasible and practicable. [Adjacent Property Owners or those within 300 ft.]
- C. Signs Posted - The Applicant will be responsible to post one or more signs, provided by the City, on the property subject to the Variance, on or by the Monday that falls 2 weeks prior to the BZA Public Hearing date. Applicant will also be responsible for the removal/disposal of the sign, within one day following the hearing date. The sign must be viewable to the public and may be displayed on a fence with zip ties, or in the ground in front of the property where the Variance applies, with visibility of both sides of the sign.
- D. Posted Notice of Hearing - The City will also post notices for the hearing in 5 locations per Chapter 1.36 of the Centerton Municipal Code. City Hall and the Post Office are posting locations.

City of Centerton
UTILITY APPROVAL & COMMENT

DATE: _____

UTILITY COMPANY: _____

This notice is to request the approval &/or comments from the utility companies in regards to the encroachment into the utility easement at the property owned by _____ located at the address of _____, **City of Centerton, AR;**
Lot _____ **Block** _____ **Subdivision** _____.

The request is for:

Please find attached a copy of the subdivision platted lot and a drawing showing the proposed request.

UTILITY COMPANY COMMENTS:

- () Object to the request - no approval given.
- () No objections or comments to the request as submitted – approval given.
- () Approval granted only if the following comments or contingencies are addressed.

Additional Comments:

Signature of Utility Company Representative

Printed Name and Title

Please return form to:
Lorene Burns, Planning Director
City of Centerton
P.O. Box 208
Centerton, AR 72719
(479) 795-2750 Office
(479) 795-2545 Fax
planning@centertonar.us

By Date: _____

CITY OF CENTERTON CONTACT INFORMATION:

Lorene Burns, Planning Director
Centerton Planning Department
290 Main St.; PO Box 208
Centerton, AR 72719
Office (479) 795-2750 Ext. 22
Fax (479) 795-2545
lburns@centertonar.us

Nicole Gibbs, Senior Planner
Office (479) 795-2750 Ext. 29
ngibbs@centertonar.us

Dianne Morrison Lloyd, Planner II
Office (479) 795-2750 Ext. 21
dmorrisonlloyd@centertonar.us

Carletta Ross, Planning Assistant
Office (479) 795-2750 Ext. 27
cross@centertonar.us

John Wary, P.E., City Contract Engineer
Morrison-Shiple Engineering
2407 SE Cottonwood St.
Bentonville, AR
Office (479) 273-2209
john@morrisonshiple.com

Matt Thompson, Interim Fire Chief
Centerton Fire Dept.
755 W. Centerton Blvd.; PO Box 100
Centerton, AR 72719
Office (479) 795-2250
Cell (479) 903-0725
mthompson@centertonfire.com

Frank Holzkamper, Utilities Director
Centerton Utilities
500 Keller Road; PO Box 366
Centerton, AR 72719
Office (479) 795-0222
Cell (479) 866-4630
frank@centertonutilities.com

Rick Hudson, Public Works Director
Centerton Street Department
11509 W. Hwy 72, Bentonville, AR
PO Box 208, Centerton, AR 72719
Office (479) 224-6028
Cell (479) 721-1475
rhudson@centertonar.us

Robert Coffelt, Building Inspector
Centerton Department of Building Safety
290 Main St.; PO Box 208
Centerton, AR 72719
Office (479) 795-2750 Ext. 25
Fax (479) 795-2545
rcoffelt@centertonar.us

Bill Edwards, Mayor
City of Centerton
290 Main St.; PO Box 208
Centerton, AR 72719
Office (479) 795-2750 Ext. 26
Cell (479) 721-9089
Fax (479) 795-2545
lburns@centertonar.us

For Utility Contact Information:

Please visit centertonar.us, Planning & Development Department, or click the below quick access link [Utility Contact List](#).

Click here for [USPS Mail Delivery Guidelines](#)