



**CITY OF PINE BLUFF, ARKANSAS**  
**Board of Zoning Adjustment Variance**  
 Application / Petition

Please fill out this form completely, supplying all necessary information and documentation to support your request. *Your application will not be placed on the Board of Zoning Adjustment agenda until this information is provided.*

Address/Location of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Size of Property (acres): \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Ward: \_\_\_\_\_

Variance Requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Applicant / Agent**

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

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

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

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

Fax: \_\_\_\_\_

**Property Owner (Must be filled out if different)**

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

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

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

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

Fax: \_\_\_\_\_

Additional information/comments: \_\_\_\_\_

Applicant / Business Owner Signature

Date

**PROPERTY OWNER(S) / AUTHORIZED AGENT CERTIFICATION:** I (We), the undersigned, hereby certify under penalty of perjury that I (we) are the owner(s) of the property that is the subject of this application and 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 behalf.)*

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

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

Printed Name  
 Owner \_\_\_\_\_ or Authorized Agent \_\_\_\_\_  
*(check one)*

Printed Name  
 Owner \_\_\_\_\_ or Authorized Agent \_\_\_\_\_  
*(check one)*

Submission Deadline: \_\_\_\_\_ Expected Planning Commission Meeting Date: \_\_\_\_\_

• **SEE REVERSE SIDE FOR SUBMISSION REQUIREMENTS** •

*It is our intention to assist you in making your project a success in a timely manner. Please call if you have any questions or need assistance from the City of Pine Bluff Inspection & Zoning Department, 200 E. 8<sup>th</sup> Avenue, Pine Bluff, AR 71611 tel: (870)543-1845 fax: (870) 543-1854.*

**ITEMS REQUIRED WITH SUBMITTAL**

**The following items must be received with returned application:**

The development plan requirements for a variance application shall include a scaled graphic representation of what is proposed and a general statement as to the intent of use. The graphic representation shall include the following:

1. The location, size and use of buildings, signs, land and improvements;
2. The location, size and arrangement of parking space, loading space, driveways and street access;
3. The uses of adjoining property;
4. Scale, north arrow and vicinity map; and
5. Any additional information needed by staff because of conditions peculiar to the development.
6. A description of the current use of the property and reason for the variance request.

**FOR OFFICE USE ONLY**

*(Must be completely filled out by Zoning staff prior to Board of Zoning Adjustment)*

APPLICATION FEE: BZA Variance - \$75.00

\$ \_\_\_\_\_

Amount Paid

Date

Rec'd by

Notice submitted to newspaper? \_\_\_\_\_

Hearing Notice date: \_\_\_\_\_

Property Photos in file? \_\_\_\_\_

Authorized Agent Letters Received from ALL Property Owners? *(if applicable)* \_\_\_\_\_