



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

STAFF USE ONLY:

Date Application Submitted _____	PROJECT NO: _____
Date Accepted as Complete _____	Application Fee: \$100.00
Public Hearing Date _____	Date Paid _____ R# _____
Approval Granted: YES ___ NO ___	Publication Cost: _____
Approval Date: _____	Date Pd _____ R# _____
Contingencies: _____	

VARIANCE APPLICATION:

Project Name: _____ Zoning District: _____
 Site Address: _____

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

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

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

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

Property Owner(s): _____	Day Phone: _____
Address: _____	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.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. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. If possible, submit photographs demonstrating where and why the variance is requested. |

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
lburns@centertonar.us
By Date:_____

Contact Information for Utilities

Black Hills Energy
1301 Federal Way
P.O. Box 2129
Lowell, AR 72745-2129
479-333-7009
Jose Contreras: (479) 879-0577
Jose.contreras@blakhillscorp.com

Carroll Electric
P.O. Box 329
Bentonville, AR 72712
479-273-2421 or 800-432-9720

Derek Thurman Ext. 2690
dthurman@carrollecc.com

Ryan Butler Ext. 1415
rbutler@carrollecc.com

AEP - SWEPCO
415 W Stribling Dr.
Rogers, AR 72764

Mark Beasley, Field Engineer
479-986-1004
mkbeasley@aep.com

Ronald R Bertram
Distribution Project Engineer I
Fayetteville District W(479)973-2333
email-rrbertram@aep.com

CenturyTel Phone Company
2601 Waukesha Road
Siloam Springs, AR 72761
479-524-9943 (Office)
479-524-9936 Fax
Mike Edwards
Michael.edwards@centurylink.com

Cox Communications (Cable)
4901 S. 48th St.
Springdale, AR 72762
479-717-3610 (Office)

Kip Smith
479-871-8806 (Cell)
Kip.smith@cox.com

Steven Thompson
479-871-2430

Michael Moore
871-3473

AT&T
Scott Seaman
479-442-1967
Ss7513@att.com

Centerton Water and Sewer Dept.
Frank Holzkamer, Utilities Director
500 Keller Rd, P.O. Box 366
Centerton, AR 72719
479-795-0222 (Office)
479-866-4630 (Cell)
frank@cwsonline.com

Rick Hudson, Street/Drainage Supt
(479) 224-6028 / (479) 721-1475

Anthony Martinez, Code Compliance
(479) 586-5658
City of Centerton
11509 W. Hwy 72

AHTD
PO Box 610
Harrison, AR 72602
Doug Mears
Doug.Mears@AHTD.gov

Arkansas Department of Health
Division of Engineering, Slot 37
4815 W. Markham
Little Rock, AR 72205
501-661-2623