



# CITY OF PINE BLUFF, ARKANSAS

## USE PERMITTED ON REVIEW (UPOR)

### Application

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

Business or Applicant Name: \_\_\_\_\_

Business Location: (address or lot, block, or nearest intersection) \_\_\_\_\_

Property/Parcel ID No. \_\_\_\_\_

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

**Applicant / Business Owner**

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

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

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

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

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

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

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

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

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

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

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

Who will run the business? \_\_\_\_\_ Number of employees: \_\_\_\_\_

Number of off-street parking spaces required: \_\_\_\_\_ Number provided: \_\_\_\_\_

Are there any special licenses for your business? \_\_\_\_\_ (explain) \_\_\_\_\_

Will you require a sign? \_\_\_\_\_

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)730-2020 fax: (870) 730-2170.*

**YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT A DRAWING OF THE PROPERTY**

**ITEMS REQUIRED WITH SUBMITTAL**

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

1. Typed or written statement to Planning Commission detailing your request and a description of the current use of the property.
2. A scaled site plan showing the size and use of buildings, signs, land and improvements, size and arrangement of parking space, loading space, driveways and street access, scale, north arrow and vicinity map.
3. The uses of adjoining property;
4. Any additional information needed by staff because of conditions peculiar to the development.

**Other supporting documentation required with a returned application:**

5. **Property Summary sheet** for the subject property. These may be obtained from the Real Estate Division of the Jefferson County Assessor’s Office, Jefferson County Courthouse, Barraque & Main Street, Pine Bluff, AR.
6. **Property Summary sheets for each adjoining property**, including those properties across the street(s) from the subject property. The Property Summary sheet must contain the legal description of each property and the recorded owner of each property. These may be obtained from the Real Estate Division of the Jefferson County Assessor’s Office, Jefferson County Courthouse, Barraque & Main Street, Pine Bluff, AR.
7. **One postage stamp for each adjoining property owner.** The zoning official will mail notice of the request and meeting date to each adjacent property owner.

**FOR OFFICE USE ONLY**

*(Must be completely filled out by Zoning Office staff prior to Planning Commission hearing)*

APPLICATION FEE: UPOR - \$50.00

HEARING NOTICE SIGNS POSTED: One (1) for each 200 feet of street frontage, up to five (5) max \$35.00 per sign  
Number of signs required: \_\_\_\_\_

\$ _____	_____	_____
Amount Paid	Date	Rec'd by

All Property Summary Sheets received? \_\_\_\_\_ Notice submitted to newspaper? \_\_\_\_\_

Postage Stamps received? \_\_\_\_\_ Property Posting date: \_\_\_\_\_

Hearing Notice date: \_\_\_\_\_ Property Posting Photos in file? \_\_\_\_\_



