

## NOTIFICATION REQUIREMENTS – PLANNING COMMISSION

### **Written Notification Process:**

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. CUP applications for special uses must notify all property owners in writing within 500 feet of the perimeter of the property. CUP special uses include: *Dance halls; Facilities emitting odors and facilities handling explosives; wireless communication facilities; carnival, circus, amusement park or similar temporary open-air enterprise; manufactured and mobile homes; outdoor music establishments; sexually oriented business.*
3. The applicant shall provide the following to the Planning Division (**contact staff planner or Development Services coordinator for submittal deadline**):
  - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
  - b. map showing the landowners' relationship to the site (City's Address Point File)
  - c. copy of the notice sent to the landowners and residents (**example attached**)
  - d. certificate of mailing (**example attached**)
  - e. [Click here to learn how to create the list of those being notified.](#)

### **Sign Posting Process:**

- (1) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant (**contact staff planner or Dev. Svcs. coordinator for date to pick up sign**).
  - a. The applicant shall post notice on the land for which the use is requested in a visible, prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
  - b. The staff planner may require an alternate location where the property is not adjacent to a street.
  - c. Additional signs may be required by the staff planner.
- (2) The applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (**example attached**).
- (3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.

# **THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET**

## **WRITTEN NOTIFICATION FORM**

### **Project Description:**

The applicant Name proposes a Type of Development at Project Address.

**Building/land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Size of Property:** \_\_\_\_\_

**Density/Intensity:** \_\_\_\_\_

### **Public Hearings:**

As of issuance of this letter and as result of the City of Fayetteville mayoral declaration, City Hall is opened again for public hearings, which are still available for online attendance as well. Online participation instructions can be found the week of a meeting at:

<https://www.fayetteville-ar.gov/1503/Meeting-Agendas-and-Video>

Subdivision Committee; 9:00 AM; Month/Date/Year 113 West Mountain Street (City Administration Building Room 326) Fayetteville, AR 72701

Planning Commission; 5:30 PM; Month/Date/Year 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

### **Property Owner:**

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

### **Developer:**

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

### **Review Location, Meeting Details, & Public Comment:**

The project information is available for public review from the City of Fayetteville Planning Division. Additionally public comment can be made and meeting information can be requested at [planning@fayetteville-ar.gov](mailto:planning@fayetteville-ar.gov) or 479.575.8267.

**CERTIFICATE OF MAILING**

*I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and*

*addressed as follows:*

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
*(name of person completing the mailing)*

\_\_\_\_\_  
*(signature of person completing the mailing)*

City File No. /Name: \_\_\_\_\_



**CERTIFICATE OF SIGN POSTING**



I, \_\_\_\_\_(print the name of the  
applicant/representative/person posting sign), attest that the above sign was posted on  
\_\_\_\_\_(month/day/year) adjacent to  
\_\_\_\_\_ (name of street).

\_\_\_\_\_  
(signature of person completing the sign posting)

City File No./Name: \_\_\_\_\_

**ADJACENT PROPERTY OWNER MAP**

Insert adjacent property owner map here.  
Instructions found at [\(this link\)](#).

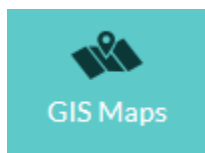
City File No./Name: \_\_\_\_\_

Effective September 5, 2019, the Fayetteville City Council has amended the public notice ordinance that requires notification of a public hearing be expanded to a 200-foot radius from the boundary lines of the subject property(s).

*Certain special uses (ie, outdoor music, cell towers, etc.) must still notify out to a 500-foot radius. Please see Ordinance 6212 for full details.*

## **INSTRUCTIONS FOR OBTAINING THE LIST OF ADJACENT PROPERTY OWNERS AND PROPERTY OCCUPANTS.**

1. Go to City of Fayetteville website. <http://www.fayetteville-ar.gov/>
2. On the left-hand side of the home page you will see a teal rectangle with the GIS Maps icon and link in it (5<sup>th</sup> item down in the list).



Click on it and the list of maps opens. Click on 'General Reference and Data Downloads' map.



[General Reference and Data Downloads](#) - All purpose map showing streets, addresses, property lines, parks, and points of interest. Also use to download data.



3. In the top right of the map click on this icon. The mailing list dialogue box will open up.

**Mailing List** ⤴ ✕

Select or search for a feature in the map

Find address or place 🔍

Apply a search distance

200 Feet ▾

Addressee Layer

Property Owner ▾

**4. Search for the address or Assessor's Parcel Number of the subject property(s) in the top text box. Click on the address/APN as it appears in the dropdown and it will take you to that location.**



**5. In order to get an accurate radius from the edges of the property lines (which is what the code requires) you must do the following:**

**a. Click on the polygon tool.**



**b. Draw the polygon along the property lines.**



c. Indicate the distance you want in the search tool with 'Apply a Search distance' check and hit Enter.

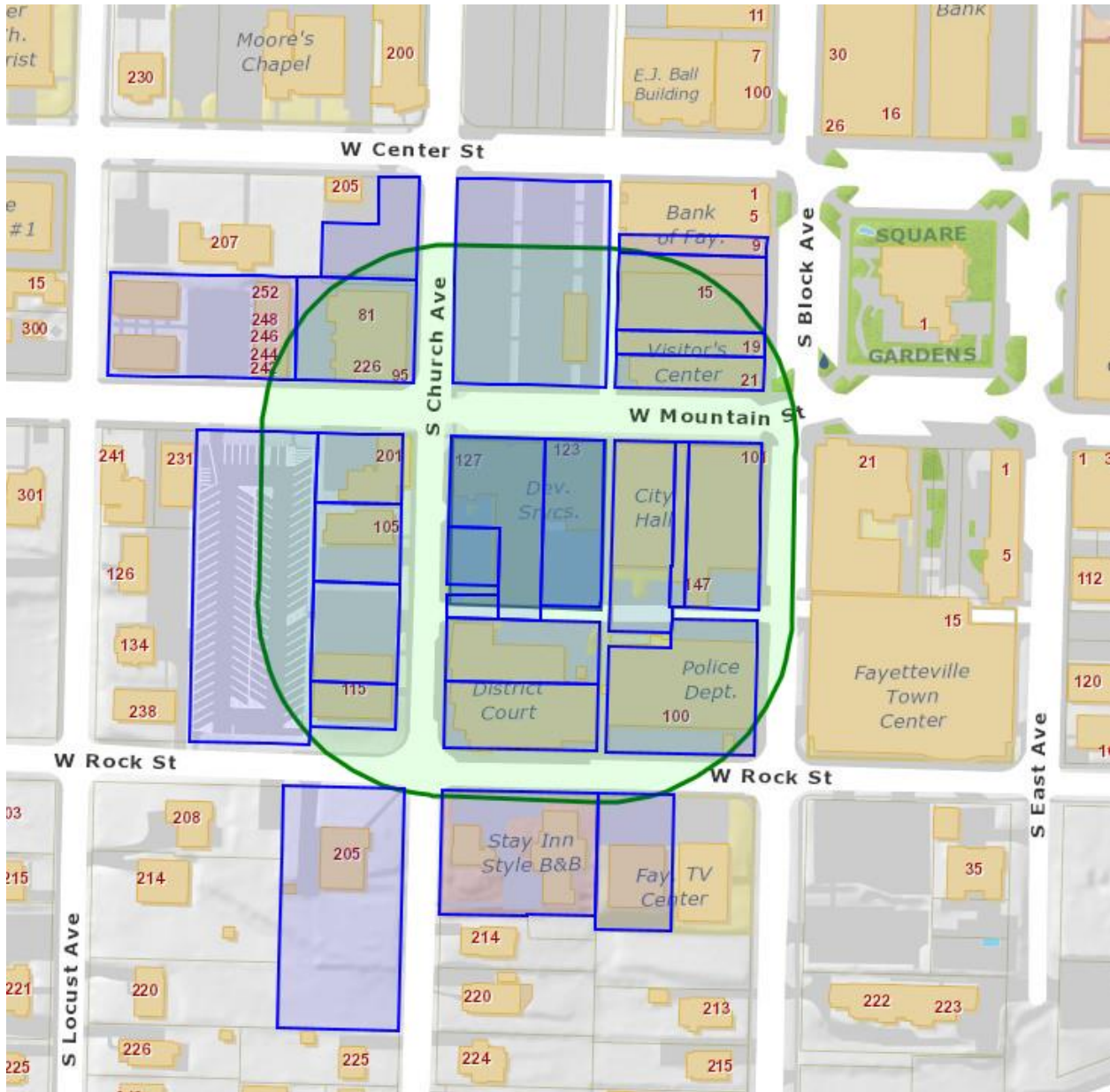
Apply a search distance

200	Feet	▼
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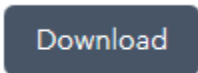
Addressee Layer

Property Owner	▼
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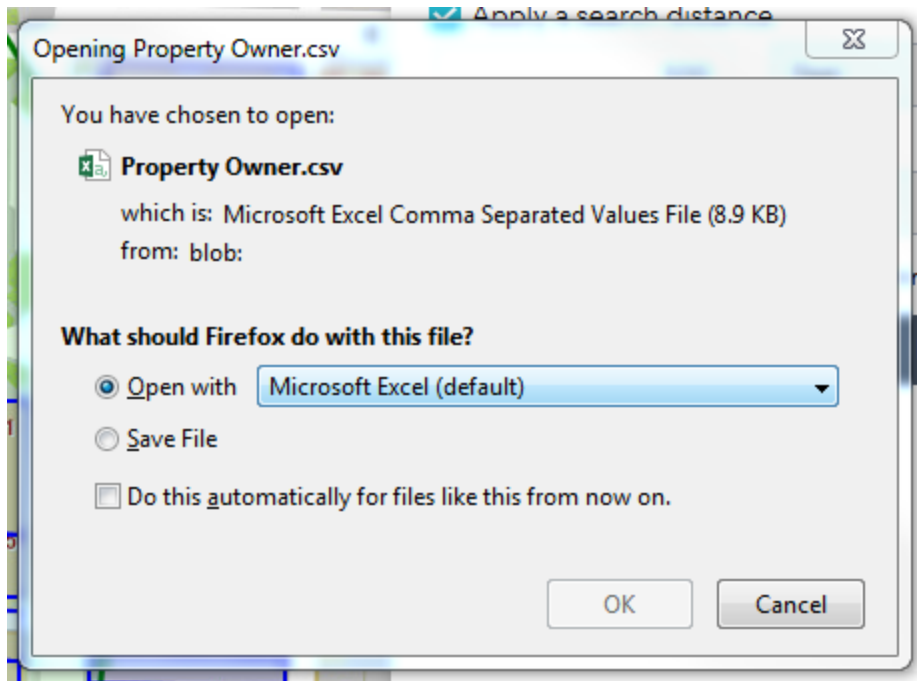
You should end up with something like this:



6. Hit the 'Download' button.



7. This dialogue box will pop up. You can choose the file type.



**8. Hit OK and the list is created with name and mailing address of the property owners.**

**9. If you want the list of occupants you simply change the 'Addressee Layer' in the dropdown box from 'Property Owner' to 'Property Occupant' or 'Residential Occupant'.**

Addressee Layer

Property Occupant

23 addressees found; do you want to continue?

Download

**10. Save a screen shot of this map showing the names of the adjacent property owners as a PDF and upload it to the portal.**