



City of Huntsville | Planning Commission

**Zoning Change Application**

Indicate one contact person for this request: \_\_\_ Applicant \_\_\_ Representative \_\_\_ Owner

**Applicant** (Owner  yes  no)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone ( ) \_\_\_\_\_

**Representative** (engineer, surveyor, realtor, etc.)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone ( ) \_\_\_\_\_

**Owner** (if different from applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Give exact street address/location of property: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*Applicant may be asked to provide a drawing/graphic of the property, including property lines, streets, adjacent landowners, and an arrow indicating north. May be hand drafted.

The applicant requests the following zoning change:

From current zoning district \_\_\_\_\_ (e.g. R-E, R-1, C-2)

To proposed zoning district \_\_\_\_\_

The applicant's immediate intentions are to:

1. **Sell** the property (yes or no) \_\_\_\_\_, and if so, is the property subject to an offer and acceptance, escrow contract, option agreement, other contract for conveyance of title? (yes or no) \_\_\_\_\_

State the reason that you are requesting a zoning change \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. **Develop** the property (yes or no) \_\_\_\_\_, and if yes, the proposed use is \_\_\_\_\_

\_\_\_\_\_

3. **Other (explain)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The effect of the proposed change upon the adjacent property/neighborhood is anticipated to be as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Interests The following entities and/or people have financial interest in this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Requirements

The Huntsville Planning Commission meets on the 4<sup>th</sup> Monday of each month. All requests for zoning changes require a public hearing to be held during the Commission’s monthly meeting. The findings of the Commission must be subsequently approved by the City Council.

Applicants must:

- Place a public notice in a newspaper of general circulation in the city, at the expense of the applicant, stating the time, place, and subject of the public hearing at a minimum of 15 days prior to the hearing. Normally this application must be filed by the first business day of the month to insure a hearing at the regular scheduled meeting of the commission.
- Notify an owner of each parcel of land adjacent to the property’s boundaries (including across roadways) of the proposed changes and public hearing details. Applicant shall send/deliver *Notice of Public Hearing* form and *Zoning Description* to said owners by certified mail or by hand-delivery, at the expense of the applicant. If hand-delivered, signatures are required on *Certificate of Notification* form.
- Notify owners of adjacent property at a minimum of fifteen (15) days prior to Planning Commission Meeting/public hearing.
- Submit the following documents to the office of the City Clerk prior to the public hearing:
  - o Completed application
  - o Certified mail and/or returned mail receipts
  - o Completed *Certificate of Notification* form

The applicant or official representative must be present at the meeting in order to answer questions the Commission members or interested parties may have.

Applicant/Representative: I certify under penalty of perjury that the foregoing statements, data, drawings, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that incorrect or false information submitted is grounds for dismissal of this application. I understand that the City may not approve this application or may set conditions upon its approval.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*A fee of \$50 must accompany this application. Return application to the office of the City Clerk.**

For Office Use Only	Date
Application received	
Fee received/Receipt #	
Forwarded to PC	
Notice Published	
Public Hearing	

NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF HUNTSVILLE PLANNING COMMISSION OF  
PROPERTY ZONING CHANGE

To all landowners possessing land adjacent to the property located at the following address:

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Property Owned by: \_\_\_\_\_

NOTICE IS HERBY GIVEN THAT an application has been filed for zoning change at the above property,  
requesting a change of zone classification from \_\_\_\_\_ to \_\_\_\_\_ which permits use of the property as

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\*See attached description of zoning classifications

If approved, the zone change will occur only upon the property described above. **It will not change the zoning or permitted uses on neighboring properties.**

The purpose of the request is to:     BUILD                       SELL AFTER ZONE CHANGE  
    DEVELOP                       OTHER

Explanation: \_\_\_\_\_

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A public hearing on proposed zoning change will be held by the City of Huntsville Planning Commission in the  
Council Chambers at the Huntsville City Hall on \_\_\_\_\_ at \_\_\_\_\_ P.M.

All parties interested in this matter may appear and be heard at said meeting or may notify the Planning  
Commission of their views on this matter by letter. Letters should be mailed to:

Huntsville Planning Commission  
City of Huntsville  
P.O. Box 549  
Huntsville, AR 72740

All letters must be mailed to arrive no later than the date of the hearing.

## Certificate of Notification to Adjacent Property Owners of Request for Zoning Change

I hereby certify that the following adjacent property owner(s) have been notified of the time, date, and place of the public hearing concerning the change of zoning classification request:

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

Note: All persons affected must sign this form if the required notification is hand delivered. In the case of notification by U. S. Certified Mail, all parts of this form must be completed, except the signature, and returned certified mail cards with recipients' signatures must be attached to this form.

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_  
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City, State, Zip \_\_\_\_\_

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Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

# Affidavit

I hereby certify that I \_\_\_\_\_  
Print or type name

acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in this application and that the notice information provided is to the best of knowledge true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Authorization by Owner(s) for Representative

**If applicant or organization is to be represented by someone other than self:**

To the City of Huntsville Planning Commission

I, \_\_\_\_\_ hereby authorize  
Applicant/property owner

\_\_\_\_\_  
(authorized representative)

to represent me (us) and to make decisions on my (our) behalf concerning the request for zoning change which is to be presented to the City of Huntsville Planning Commission at their meeting to be held on \_\_\_\_\_.  
(hearing/meeting date)

\_\_\_\_\_  
Property Owner/Applicant

\_\_\_\_\_  
Property Owner/Applicant

\_\_\_\_\_  
Property Owner/Applicant

\_\_\_\_\_  
Property Owner/Applicant

**NEWSPAPER NOTIFICATION FORM**

\*Applicant is responsible for submission and payment to newspaper. Run this ad in "Notice" section, 1 time, at minimum of 10 days prior to the public hearing. Select and complete the appropriate notice below.

**For zoning change use:**

NOTICE OF PUBLIC HEARING BEFORE THE CITY OF HUNTSVILLE PLANNING COMMISSION ON APPLICATION FOR

\_\_\_\_\_. Property located at \_\_\_\_\_, owned by \_\_\_\_\_ to change zoning classification from \_\_\_\_\_ to \_\_\_\_\_. The purpose is \_\_\_\_\_

A public hearing is set for \_\_\_\_\_, \_\_\_\_\_ at City Hall.  
Time Date

OR

**All other requests use:**

NOTICE OF PUBLIC HEARING BEFORE THE CITY OF HUNTSVILLE PLANNING COMMISSION ON APPLICATION FOR

\_\_\_\_\_. Property located at \_\_\_\_\_, owned by \_\_\_\_\_ . The purpose is \_\_\_\_\_

\_\_\_\_\_. A public hearing is set for \_\_\_\_\_, \_\_\_\_\_ at City Hall.  
Time Date