

# Steps in Applying to the Housing and Building Board of Adjustment (Sign Board)

01/03/2012

## Items required to file an Application

1. Application Fee
2. Sign Fee
3. Drawings
4. Letter of Hardship

## Items required 1 day prior to the meeting

5. List of Abutting Property Owners
6. Proof of Notification
7. Letter from Property Owner

Applications will not be accepted if items 1 through 4 are not provided at time of request. Housing and Building Board of Adjustment (Sign Board) meeting dates and deadlines are provided on the back of this sheet. Applicant must attend the scheduled meeting.

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**1. Application Fee.** A \$75 fee is due at the time of application.

**2. Sign Fee.** A \$20 deposit is required on all signs. The sign will be furnished at the time of application and must be posted on the site 14 days prior to the Building and Housing Board of Adjustment (Sign Board) meeting.

**3. Drawings.** The following drawings are required at the time of application: (1) Site Plans showing proposed sign location and showing existing building locations, streets, parking areas and property lines. A survey may be required if applicant can not provide accurate information. (2) Sign elevations (scaled) showing height, width and clearance of proposed sign. (3) Building elevations (scaled) showing height and width to determine façade area for all wall signs.

**4. Letter of Hardship.** A letter to the board must be written explaining a hardship experienced by the applicant. The hardship letter must explain why the applicant is seeking a variance. A hardship should not be created by the owner; it should be due to unique circumstances existing on the property.

**5. Abutting Property Owners.** All property owners abutting the property must be notified. The applicant must provide proof of their notification. This list must be provided to the Planning Department 1 day prior to the Building and Housing Board of Adjustment (Sign Board) meeting.

**6. Proof of Notification.** Notification must be made either by (1) obtaining signatures on forms furnished with the application packet, or (2) sending notices by '*certified mail, return receipt requested*'. Certified mail notifications must be post-marked 10 days prior to the Housing and Building Board of Adjustment Meeting. In the case where the City of North Little Rock is an abutting property owner, notice shall be served to the Mayor and all City Council members.

**7. Letter from Property Owner.** If the applicant is not the property owner, a letter from the property owner will be required stating that the applicant has permission to apply for the variance.

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**Appeals of the Board's decision.** You may appeal the Board's decision through a Court of Law in accordance with Section 19.2 of City of North Little Rock Zoning Ordinance #7697.

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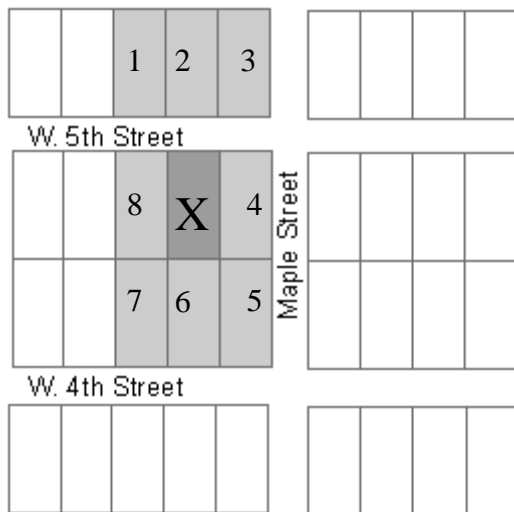
**Sign Board  
Filing Deadline**

**Sign Board  
Meeting Date**

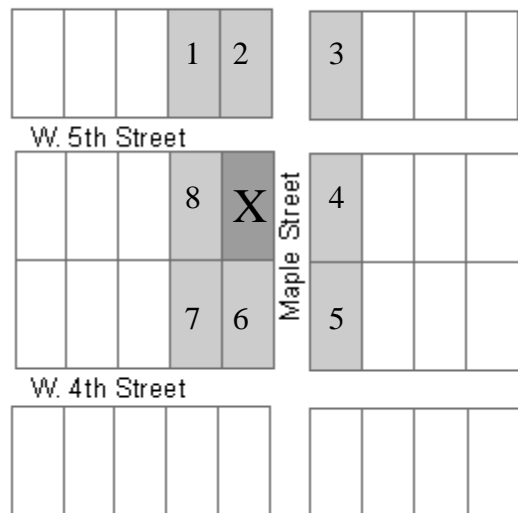
<b>12/22/11</b>	<b>01/10/12</b>
<b>01/27/12</b>	<b>02/14/12</b>
<b>02/24/12</b>	<b>03/13/12</b>
<b>03/23/12</b>	<b>04/10/12</b>
<b>04/20/12</b>	<b>05/08/12</b>
<b>05/25/12</b>	<b>06/12/12</b>
<b>06/22/12</b>	<b>07/10/12</b>
<b>07/27/12</b>	<b>08/14/12</b>
<b>08/24/12</b>	<b>09/11/12</b>
<b>09/21/12</b>	<b>10/09/12</b>
<b>10/26/12</b>	<b>11/13/12</b>
<b>11/26/12</b>	<b>12/11/12</b>
<b>12/21/12</b>	<b>01/08/13</b>
Plan Dept noon	Plan Dept 9:30am

- All applicants are required to attend the Housing and Building Board of Adjustment meeting.
- Staff will be given consent to video property site for the BHBA meeting.

**Example of abutting properties  
required for notification.**



**Example of abutting properties  
required for notification.**



A typical lot has eight (8) abutting properties to notify