**Notification Requirements for Public Hearings**

**(Variance, Special Use, Rezoning)**

1. Fill out the application that shows the location and intended use of the site and existing land uses within 200’.
2. Pay filing fee of $75.00.
3. Issue a Public Notice in a paper of general circulation within the City of Greenbrier at least 15 days prior to the meeting stating the time and place when the issue will be considered by the Planning Commission. Also the location of the property and the requested modifications as specified in City Ordinance #2025-01.
4. Sign will be erected on property by the applicant at least 15 days prior to the meeting. The sign should conspicuously placed, clearly visible from the nearest road or intersection. The sign shall be supplied by the City of Greenbrier upon a payment of $20.00 per sign.
5. Applicant must file an affidavit, reflecting the names and last known addresses of the owners of record of all property situated within two (2) adjacent lots and not less than 200’ of property described in application. In addition to the affidavit, proof of notification must be filed.
6. Proof of Notification - In addition to the affidavit, the applicant shall file proof of timely notification to all appropriate owners identified on the affidavit, as evidenced by the return receipts for registered or certified mail, or by other written acknowledgement of receipt of notice signed by the said property owners, and may include signatures upon a petition, consent, waiver of notice, or other such document. Returned mailings marked by the post office as "refused", "no forwarding address" or "unclaimed", shall suffice as grounds to reply upon constructive notice by general publication as otherwise provided by ordinance. Timely notification is written notification received by the addressee at least fifteen (15) days prior to the meeting where the item will be considered.
7. All notifications must meet the requirements stipulated in City Ordinance #2025-01, which can be made available by request.
8. Must turn in to Inspector’s office at least ten (10) days prior to meeting.
	1. Proof of Public Notice
	2. Proof of Notification
	3. Proof of Sign Placement (picture)

**Notice of Public Hearing**

Notice is hereby given that (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has filed an application with the Greenbrier City Planning Commission requesting a **Rezoning, Special Use Permit, or Variance (circle one).** Describe the location, current zoning, and the requested use, including a description of the requested special use, variance, or change in zoning:

 A public hearing on said request will be held at (time) \_\_\_\_\_\_\_\_ p.m. on

(date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at Greenbrier City Hall, 11 Wilson Farm Road, Greenbrier, AR. All interested persons are hereby called upon to show cause for or against the granting of said request.

**The notice is to be run in the legal notices section of the Log Cabin Democrat no later than 15 days prior to the meeting.**

**Deadline for Legal Notices**

The deadline for the legal notices is 2:00 pm two business days before publication. Legals that are longer than two typewritten pages of 8 ½ /" x 14" double-spaced material will require an extra day for preparation. Legals may be e-mailed to legals@thecabin.net or faxed to 501-327-6787 or dropped off to the office at 1121 Front Street, Conway, AR 72032. Questions concerning the Log Cabin Democrat's procedures should be directed to:

Log Cabin Democrat

1121 Front Street

P. O. Box 969

Conway, AR 72032

501-327- 6621

**Request for Lot Split, Minor Subdivision, or Subdivision**

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

Adjacent lots within 200 of property, or within two (2) adjacent lots:

Property Address: Owner’s Name & Mailing Address:

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