

For Rezoning or Special Use Permit

- 1). Fill out 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 the Log Cabin Democrat at least 15 days prior to the meeting stating the time and place of the public hearing. Also the location of property and type of rezoning or special use being requested.
- 4). Sign will be erected on property by the City Inspector or applicant. The poster will be furnished by the City to be attached to a large wooden sign-frame that is 32" wide by 24" tall, excluding post. The applicant will be responsible for the sign while it is on the property. The Sign fee is **\$75.00** payable by the applicant.
- 5). Also, applicant must file an affidavit, reflecting the names and last known addresses of the owners of record of all property situated within (2) adjacent lots and not less than 250' 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 public hearing.
- 7). Must turn in to Inspector's office at least seven (7) days prior to meeting.
 - A). Proof of Public Notice.
 - B). Proof of Notification.

Notice of Public Hearing

Notice is hereby given that (name)_____ has filed an application with the Greenbrier City Planning Commission requesting a Special Use Permit. Describe property:

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 public hearing.

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 to Rezone / or Special Use Permit

Property Address: _____

Adjacent Lots within 250 feet of property:

Property Address:

Owner's Name and Mailing Address:
