

Notification Requirements for Public Notices (Lot-Splits, Minor Subdivisions, or Subdivisions)

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. 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.
4. 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.
5. 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.
6. All notifications must meet the requirements stipulated in City Ordinance #2025-01, which can be made available by request.
7. Must turn in to Inspector's office at least ten (10) days prior to meeting.
 - a. Proof of Public Notice
 - b. Proof of Notification
 - c. Proof of Sign Placement (picture)

SITE PLAN APPROVAL APPLICATION

Name of Development: _____

Address of Construction Site: _____

Applicant Name: _____

Phone: _____

Address: _____ City: _____

Email: _____

Submitted by: _____

Phone: _____

Proposed use: _____

Type of activity the site plan is supporting:

- ☐ New Development _____ Subdivision _____ Minor Subdivision
 _____ Lot-Split _____ PUD (to be developed on one single lot)
- ☐ New Parking Lot
- ☐ Provision of new points of access to a lot
- ☐ Expansion of existing development that will:
 - Add 10,000 square feet or more impervious surface to a lot.
 - Aggregate or span over property that is 2 acres or more in size combined.
 - Create the need to change the development's access.
 - Require new site analysis due to changes on adjacent properties.
- ☐ Building or business designed or intended for the sale of petroleum or other flammable products or any commercial or industrial use with accompanying hazards.

ATTACH MAP/PLAT SHOWING LOCATION

For Official Use Only

OF SIGNS @ \$20 EA _____

\$75.00 Filing Fee

Paid Date: _____

Rec. #: _____

Notice of Consideration

Notice is hereby given that (name) _____ has filed an application with the Greenbrier City Planning Commission requesting a **Lot Split, Minor Subdivision, or Subdivision (circle one)**. Describe the location and the requested use:

Said request will be considered by the Planning Commission at (time) _____ p.m. on (date) _____, at Greenbrier City Hall, 11 Wilson Farm Road, Greenbrier, AR. This is a notice of consideration, there will be no public hearing for said request.

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:

[illegible][illegible]
