

TOWN OF HIGHFILL, ARKANSAS  
APPLICATION & CHECKLIST FOR  
**REZONING REQUEST**

**FOR STAFF USE ONLY**

**FEE: \$225.00**

Date Application Submitted: \_\_\_\_\_  
Date Accepted as Complete: \_\_\_\_\_  
Case/Appeal Number: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

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**APPLICATION FORM**

Please fill out this form completely, supplying all necessary information and documentation to support your request. This Application should include all of the information described in the checklist with this Application. ***Your Application will not be placed on the Planning Commission agenda until this information is furnished.***

**I. GENERAL INFORMATION**

A. Applicant: \_\_\_\_\_ Day Phone \_\_\_\_\_  
Fax #: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

B. Representative: \_\_\_\_\_ Day Phone \_\_\_\_\_  
Fax # \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

C. Property Owner: \_\_\_\_\_ Day Phone \_\_\_\_\_  
Fax #: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

A. Indicate where correspondence should be sent:

- Applicant
- Representative
- Owner

**II. PROPERTY DESCRIPTION**

- A. Site (Physical) Address: \_\_\_\_\_  
\_\_\_\_\_
- B. Current Zoning District: \_\_\_\_\_
- C. Proposed Zoning District: \_\_\_\_\_
- D. School District where Property is located: \_\_\_\_\_
- B. Legal Description of Property: May be found on deed or current survey of property  
**(Attach to this Application Form)**

**III. FINANCIAL INTERESTS**

- A. Please attach to this Application a list of all entities and/or people having a financial interest in this project.

**IV. NOTICE REQUIREMENTS**

- A. It is understood that notice of the public hearing on this rezoning request must be sent to all property owners adjacent to the exterior boundaries of the subject property, include across streets and alleys. This should also include notice to the record owners of all properties within 300 feet of the subject property. The notice will be given in accordance with the requirements set forth in the Checklist given with this Application.
- B. It is understood that Notice of the public hearing on this rezoning request must be sent to the Board of Directors for the School District where the Property is located. This Notice should be the same as the Notice provided to the adjacent landowners, as required hereinabove.
- C. It is understood that the cost of all of the foregoing Notices shall be borne by the Applicant.

**APPLICANT/REPRESENTATIVE** I certify under penalty of perjury that the foregoing statements and answers herein made, and all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application, completeness, determination, or approval. I understand that the Town might not approve what I am applying for, or might set conditions for approval.

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

**PROPERTY OWNER.** I certify under penalty of perjury that I am the owner of the property that is the subject of this Application and that I have read this Application and consent to its filing. I further certify that the above-referenced Applicant/Representative (if different from owner) is hereby

authorized to act on my behalf in all respects relating to this Application and to represent me in this matter.

\_\_\_\_\_ Date: \_\_\_\_\_  
(name)

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**CHECKLIST FOR APPLICATION\***

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Completed Application Form signed by Property Owner. If the Applicant is different from the Property Owner, then it must be signed by Applicant also.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Payment of the application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Before the Planning Commission shall consider a request for rezoning of any property, the Applicant for such action shall first give <u>not less than 15 days written notice</u> of the public hearing thereon to all of the record owners of properties situated within 300 feet thereof, and also to the Board of Directors of the affected School Districts. Such notice shall be sent by certified or registered mail to the last known address of such record owners, and the Applicant shall execute and file with the Town Recorder an affidavit showing compliance herewith, attaching as exhibits to such affidavit official evidence that the notices have been so mailed. The affidavit required and the supporting exhibits must be filed with the Town Recorder <u>no later than 20 calendar days</u> prior to the meeting date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Assessor's parcel numbers for all adjoining property owners along with a copy of the applicable assessor's parcel map showing subject parcels with property owner's names printed on the property that they own.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A copy of the deed to the subject property must be submitted with this Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. The Applicant shall submit as part of the Application a recent survey certified by a registered land surveyor.

7. The Applicant must submit one copy of any bill of assurance, protective covenants, or other such restrictions filed of record.

8. A written statement with the following information:

  

including current

A. Explanation of the proposed zoning change owner information and any proposed sales.

  

B. Reason (need) for requesting the zoning change.

  

surrounding

C. Statement of how the property will relate to properties:

  

1. Use

  

2. Traffic

  

3. Appearance

  

4. Signage

**\*Applicant shall positively certify each item. Where “no” or “N/A” is checked, Applicant shall submit a written explanation why the item is not positively certified.**