



PLANNING AND ZONING COMMISSION/BOARD OF ADJUSTMENT LEGAL NOTIFICATION REQUIREMENTS

Prior to a public hearing for a development permit before the City of Siloam Springs Planning and Zoning Commission and/or Board of Adjustment, the Municipal Code requires adherence to three (3) legal notification guidelines. Failure to adhere to these guidelines will result in postponing the application. The guidelines required by the Municipal Code are listed below along with examples of proper legal notification.

1. ***Posting of the property.*** Within twenty-four (24) hours of making application with the City for a development permit, applicants are required to post the subject property with a public notice sign supplied by the Community Development Department. Said notification shall include the subject of the application, property location and date and time of the review by the Planning and Zoning Commission and/or Board of Adjustment.
2. ***Publication in a newspaper of general circulation.*** Public notice of the development permit application is required to be published in a newspaper of general circulation no less than fifteen (15) nor more than thirty (30) days prior to the public hearing. Said notification shall include the subject of the application, property location and date and time of the review by the Planning and Zoning Commission and/or Board of Adjustment. An example of proper legal notification is included below.
3. ***Notification of surrounding property owners.*** Public notice of the development permit application is required to be sent to all property owners within three-hundred (300) feet of the subject property no less than fifteen (15) nor more than thirty (30) days prior to the public hearing. The mailing of public notice shall be by U.S. Post Office First Class mailing. Said notification shall include the subject of the application, property location and date and time of the review by the Planning and Zoning Commission and/or Board of Adjustment. An example of proper legal notification is included below.

Documentation

Documentation shall be submitted to the City of Siloam Springs Community Development Department no later than fourteen (14) days prior to the public hearing. Documentation shall include a list of all property owners within three hundred (300) feet and proof of the required notification including mailing proof of mailing by first class, a copy of the letter sent to the property owners, and a certificate of publication from the local newspaper after the publishing. Failure to submit the required documentation will result in the postponement of the application.

If you have any questions or comments concerning the legal notification process, please do not hesitate to contact the City of Siloam Springs Community Development Department at (479) 524-5136.

LEGAL NOTIFICATION EXAMPLES

Newspaper (Planning and Zoning Commission):

NOTICE OF PUBLIC HEARING

A public hearing will be held before the City of Siloam Springs Planning and Zoning Commission for a (rezone, lot split, special/prohibited use, significant development or preliminary/final plat development permit) on property described as or located at (address, location or legal description). The public hearing will be held at the City of Siloam Springs Administration Building, 400 N. Broadway St. at 4:00 p.m. on the (day) day of (month), 20___. If you have any questions or comments concerning this application, please forward your comments in writing to City of Siloam Springs Community Development Department, P.O. Box 80, Siloam Springs, AR, 72761 or call (479) 524-5136.

Newspaper (Board of Adjustment):

NOTICE OF PUBLIC HEARING

A public hearing will be held before the City of Siloam Springs Board of Adjustment for a variance development permit. The applicant, (applicant's name) has requested a variance from the Siloam Springs Municipal Code to allow for (type of variance) on property described as or located at (address, location or legal description). The public hearing will be held at the City of Siloam Springs Administration Building, 400 N. Broadway St. at 4:00 p.m. on the (day) day of (month), 20___. If you have any questions or comments concerning this application, please forward your comments in writing to City of Siloam Springs Community Development Department, P.O. Box 80, Siloam Springs, AR, 72761 or call (479) 524-5136.

Note: You will tailor the publication to the type of proposal you will be presenting.

Deadline for Legal Notices

Legal notification deadlines are as follows: Sunday Circulation - must be received by 4:00 p.m. on the Thursday prior to publication. Wednesday Circulation - must be received by 11:00 a.m. on the Monday prior to publication. Legal notices can be submitted to the Herald Leader in person at 101 N. Mt. Olive St., Siloam Springs, AR, 72761, by fax at 479-524-5159, or by e-mail at debbiet@nwanews.com. The Herald Leader may also be contacted by calling 479-524-5144.

Surrounding Property Owner Notification (Planning and Zoning Commission/Board of Adjustment):

Dear Property Owner:

A public hearing will be held before the City of Siloam Springs Planning and Zoning Commission and/or Board of Adjustment for a (rezone, lot split, special/prohibited use, significant development or preliminary/final plat or variance development permit) on property described as or located at (address, location or legal description). The request is in an effort to (description of work to be done). The public hearing will be held at the City of Siloam Springs Administration Building, 400 N. Broadway St. at 4:00 p.m. on the (day) day of (month), 20__.

You are being notified as a requirement of the City of Siloam Springs Municipal Code. This notification will allow you an opportunity to express your views or concerns regarding the above-described petition. If you have any questions or comments concerning this application, please forward your comments in writing to City of Siloam Springs Community Development Department, P.O. Box 80, Siloam Springs, AR, 72761 or call (479) 524-5136.

Signed:

Name: _____

Address: _____

Note: You will tailor the letter to the type of proposal you will be presenting.