



# **Planning & Zoning Development Guide**

## **Standard Operating Procedures**

**2008**

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## Introduction

The City of Jonesboro Planning & Zoning Department is proud to present the ***Developer's Guide: A Guide to Building and Development in the City of Jonesboro.***

Each section is broken down into a summary, flowchart, and checklist, followed by frequently asked questions to better communicate the processes involved with development in the City of Jonesboro. We have ordered the sections of this guide to match that of a development project, moving from zoning approval to the issuance of the Certificate of Occupancy (C.O.). A list of meeting submittal deadlines and meeting times is provided, along with submittal requirements for the various processes involved. In addition, a supplement to this guide containing most of our applications and certifications are available.

Although the City Staff made every effort to simplify and condense portions of the various Ordinances, which govern development in the City of Jonesboro for the benefit of developers, developers are advised that the Ordinances should be consulted for details and clarifications. The Ordinances shall have precedent over this document if any discrepancies or conflicts arise between this document and the Ordinances.

The Developer's Guide will be updated on a regular basis, and its effectiveness will depend on input from the development community. Please feel free to forward any comments or suggestions to the Planning Division.

## Overview of Zoning

Zoning is one of the major functions of municipal government, authorized by State Law, which divides the City into distinct districts for the purpose of regulating the use and development of land. Through the zoning process, the City attempts to ensure compatible land use patterns by minimizing conflicts between uses thereby protecting property values and enhancing the urban environment.

The City of Jonesboro's Zoning Ordinance is a body of regulations pertaining to allowable uses within given zoning districts, characteristics of the sites occupied by those uses, and the geographic area contained within the boundaries of zoning districts. (Visit the City Clerk's website and click on technical codes to review the latest adopted zoning ordinances)

If it is determined that your proposed use conflicts with the allowable uses within the existing zoning district, you may consider making an application for a request to change the designated zoning of your site to one that will accommodate your proposed use. This change may entail expansion of existing adjacent zoning boundaries, change of the existing district to another standard zoning district, or a request for the establishment of a Planned Development district. Planned Development districts (PD's) are designed to allow creative site design, flexibility in use, or additional regulation not provided for within the standard zoning districts.

Your first step in the zoning change process (which establishes an actual amendment to the Zoning Ordinance) will be to contact planning staff to discuss the nature of your zoning request. Staff will help you explore the feasibility of your request. Your request



will be reviewed for its compatibility with the existing land uses, adjacent zoning districts and the City of Jonesboro Comprehensive Plan.

The second step will be the submission of your application for zoning change or Specific Use Permit. If your application requires the submission of a general Site Plan which is required of all Planned Developments, the information must be submitted along with the zoning application. Note that all property zone change requests are subject to properly posting an *Intent to Rezone* sign which publicizes hearing details to be obtained at the local planning office concerning the zoning change.

Following application submission, your case will be heard by the Planning Commission (MAPC), who will make recommendation regarding your request to the City Council. The City Council will, in turn, decide the final disposition of your request (see the Zoning Process Flow Chart).

Specific Use Permits or Conditional Uses, while not zoning districts within themselves, are special permits mandated by the Schedule of Uses allowing particular use of a site within a standard zoning district under certain conditions and restrictions.

Planned Developments, or PD's, accommodate planned associations of uses developed as integral land use units. These can include industrial districts, offices, commercial or service centers, shopping centers, residential developments of multiple or mixed housing including attached single-family dwellings or any appropriate combination thereof. Planned Developments may be used to permit new or innovative concepts in land utilization not permitted by standard zoning districts in the City of Jonesboro Zoning Ordinance.

A variance is a modification of the literal provisions of the property development standards of the zoning ordinance granted when strict enforcement of the zoning ordinance would cause undue hardship owing to circumstances unique to the individual property on which the variance is granted.



## Staff & Agency Directory

### City of Jonesboro Public Works Department

307 Vine Street  
(870) 336-7282  
Director of Public Works – Erick Woodruff

### City Planning & Zoning Department

107 Flint St.  
(870) 932-0406  
Director of Planning – Otis T. Spriggs, AICP  
Assistant Planner- Thomas K. White  
Planning Technician- Jean Rook  
Administrative Assistant- Gina Cupp  
Mapping/Cartographer- Boyd Cardwell

### City Engineering Division

307 Vine  
(870) 932-2438  
City Engineer – Craig Light, P.E.

### Streets Department

628 Burke Ave.  
(870) 932-0660  
Street Superintendent – Tony Davis, C.F.M

### Sanitation Department

107 Flint St.  
(870) 932-7520  
Director of Sanitation – Royce Leonard

### City Building Inspection Division

307 Vine  
(870) 932-0540  
Building Official – Joe Little, Interim  
Shirley Thomas- Inspections

### City Fire Safety Official

4600 E. Highland Dr.  
(870) 932-2428  
City Fire Marshall – Craig Davenport  
Jason Wills  
Fire Code Information, Fire Inspections



**Contacts, cont.**

**Environmental Health Department**

(870) 933-4585

Environmental Health Manager – Matt Miles

Food Inspection Service

**ADEQ – Air Quality**

1825 Grant Ave Ste A

Jonesboro, AR 72401-6155

(870) 935-7221

**Centerpoint Energy Arkla**

613 Southwest Drive

(800) 555-6322

**Craighead Electric Cooperative**

Tracee Floyd

(870) 932-8301

**SBC**

Cindy Cole

(870) 972-7600

**City, Water & Light**

400 E. Monroe

(870) 935-5581

Grant McDaniel, P.E., Senior Engineer

Randy K. Simpkins, P.E., Engineering Services Director

**Arkansas State Highway Department**

State Right of Ways

Paul Carr, P.E. (870) 239-9511



## **Boards & Commissions/Duties**

### **Metropolitan Area Planning Commission (MAPC)**

The Planning Commission (MAPC) is responsible for ensuring the orderly physical development of the city through the adoption and periodic revision of the City of Jonesboro Comprehensive Plan. The MAPC has statutory authority for the review of plats and conditional use permits, as well as the ability to make recommendations on zoning and other development issues to the City Council.

### **Board of Zoning Adjustment (BZA)**

The Board of Zoning Adjustment hears and decides administrative appeals, requests for variances from the requirements of the Zoning Ordinance, and requests for the reconstruction, extension, or enlargement of nonconforming uses or structures.

### **Land Use Advisory Committee**

The Land Use Committee, appointed by the City Council, from diverse sectors of the city representing various business, residential, educational and real estate interests, is charged with the following study responsibility:

- to establish appropriate development goals and objectives; and
- to develop land use policies designed to accomplish these goals, typically referenced to with City of Jonesboro Land Use categories and strategies list;
- to prepare a graphic Land Use Plan that conforms to the recommendations of the City of Jonesboro Comprehensive Plan, and promotes the goals, objectives and policies related to land use in the City of Jonesboro.
- to review and revise the Land Use Plan at intervals, as prescribed by law.

## **Meeting Calendar**

### **Dates and Times for Boards and Commissions**

Metropolitan Area Planning Commission – 2nd Tuesday of each month at 5:30 p.m., Huntington Building Monroe @ Vine St., Council Chambers.

Board of Zoning Adjustment (BZA) –3rd Tuesday of each month at 1:30 pm., Planning Office, 107 Flint St.

Land Use Advisory Committee - 4th Tuesday of each month at 4:00 p.m., Huntington Building Monroe @Vine St., Council Conference Room

City Council - 1st & 3rd Tuesday of each month at 6:30 p.m., Council Chambers.



## Zoning Verifications

While there are a number of resources that offer a means of obtaining the zoning classification of a piece of property, the official zoning verification should be obtained from the Zoning Administrator's office. The Planning Department is responsible for updating the Zoning Map on a regular basis, as properties are ever-changing on the map. For official information regarding parcel zoning, contact the City of Jonesboro Planning Department at (870) 932-0406.

Or to expedite letters of zoning verification in urgent situations, please email your specific request of information to the attention of: Otis T. Spriggs, AICP at: [ospriggs@jonesboro.org](mailto:ospriggs@jonesboro.org).

## Amendments & Rezonings

**14.44.05 Amendments.** Two (2) types of amendments to this zoning ordinance are recognized; one being a revision in the textual provisions of the ordinance, and the other being a change of boundary in a zoning district.

**(a) Amendment to Text.** Amendments to the text may be initiated by the planning commission, the city council, or by the mayor. Proposed amendments shall be processed in accordance with the procedures set forth in this section.

**(1) Notice.** The City Planner shall be responsible for scheduling a public hearing before the planning commission. He shall prepare the content of a public notice, and ensure that the notice is published in a newspaper of general circulation with the city at least fifteen (15) days before the public hearing.

**(2) Hearing and Recommendation by the Planning Commission.** The planning commission shall conduct a public hearing on the proposed amendment, hearing both the proponents and opponents, if any. Following the public hearing, the commission shall determine its recommendation(s) regarding the proposed amendment, and make such known to the city council.

**(3) Action by the City Council.** After receiving the recommendation of the planning commission, the city council may approve the amendment as submitted; may approved a revised version they deem appropriate; refer it back to the planning commission for further study and consideration; table it; or deny it. If the city council action does not take place with six (6) months after the planning commissions public hearing, the amendment process must begin anew.

**(b) Change in District Boundary.** A change in a district boundary, also referred to as a map amendment or a rezoning, may be proposed by the city council, the planning commission, or by a property owner or his legal agent. Such amendments shall be considered in accordance with the procedures set forth in this section.

**(1) Application Submittal.** A complete application for change in district





boundary or map amendment, hereafter referred to as a rezoning, shall be submitted to the city planner in a form established by him, along with a non-refundable processing fee of one hundred dollars (\$100.00). Applications shall be filed by the 17<sup>th</sup> of the month in order to be placed on the planning commission agenda for the subsequent months meeting, which is held on the second Tuesday thereof. No application shall be processed until the city planner determines that the application is complete and the required fee has been paid.

**(2) Notice.** Promptly upon determining that the application is complete, the city planner shall schedule a public hearing date before the planning commission, notify the applicant of the hearing date, and provide at least fifteen (15) days notice of the hearing in a newspaper of general circulation in the city. The notice shall indicate the time and place of the public hearing; give the general location and description of the property, such as the street address and acreage involved; describe the nature, scope and purpose of the application; and indicate where additional information about the application can be obtained.

The applicant shall (1) post notice on weatherproof signs provided by the City; (2) place the signs on the property that is the subject of the application at least ten (10) days before the public hearing; and (3) ensure that the signs remain continuously posted until a final decision is made by the city council. At least one (1) sign shall be posted by the applicant for each one hundred and fifty feet (150') of street frontage, up to a maximum of five (5) signs. Signs shall be placed along each abutting street in a manner that makes them clearly visible to neighboring residents, and passers-by. There shall be a minimum of one (1) sign along each abutting street.

**(3) Hearing and Recommendation by the Planning Commission.** The planning commission shall hold a public hearing on the proposed rezoning. At the conclusion of the hearing, and after deliberation, the commission shall recommend approval as submitted; may recommend approval of less area and/or of a lesser intense, but like classification than what was applied for; table with cause, not to exceed one time for consideration at the next meeting; or deny the application, and submit an accurate written summary of the proceedings to the city council.

**(4) Hearing and Action by the City Council.** After the planning commission recommends approval of an application, the applicant shall be responsible for preparing the appropriate ordinance and requesting that the City Clerk place it on the city council's agenda. Agenda item requests and all documentation shall be submitted in a form established by the City Clerk, and be accompanied by a publication fee prescribed by law.

If the planning commission does not recommend approval of an application, the city council may consider the matter after an appeal is filed by the property owner with the City Clerk, and a special public hearing is set and subsequently held. Applicant responsibility with regard to filing documents with the City Clerk and paying said fee as described above is also applicable.



In considering an application for approval, whether on appeal or not, the city council may reduce the amount of land area included in the application, but not increase it; and may change the requested classification in whole or in part, to a less intense zoning district classification than was indicated in the planning commissions required public notice.

**(5) Approval Criteria.** The criteria for approval of a rezoning are set out in this section. Not all of the criteria must be given equal consideration by the planning commission or city council in reaching a decision. The criteria to be considered shall include but not be limited to the following:

- (a) Consistency of the proposal with the Comprehensive Plan.
- (b) Consistency of the proposal with the purpose of this ordinance.
- (c) Compatibility of the proposal with the zoning, uses and character of the surrounding area;
- (d) Suitability of the subject property for the uses to which it has been restricted without the proposed zoning map amendment;
- (e) Extent to which approval of the proposed rezoning will detrimentally affect nearby property including, but not limited to, any impact on property value, traffic, drainage, visual, odor, noise, light, vibration, hours of use/operation and any restriction to the normal and customary use of the affected property;
- (f) Length of time the subject property has remained vacant as zone, as well as its zoning at the time of purchase by the applicant; and
- (g) Impact of the proposed development on community facilities and services, including those related to utilities, streets drainage, parks, open space, fire, police, and emergency medical services.

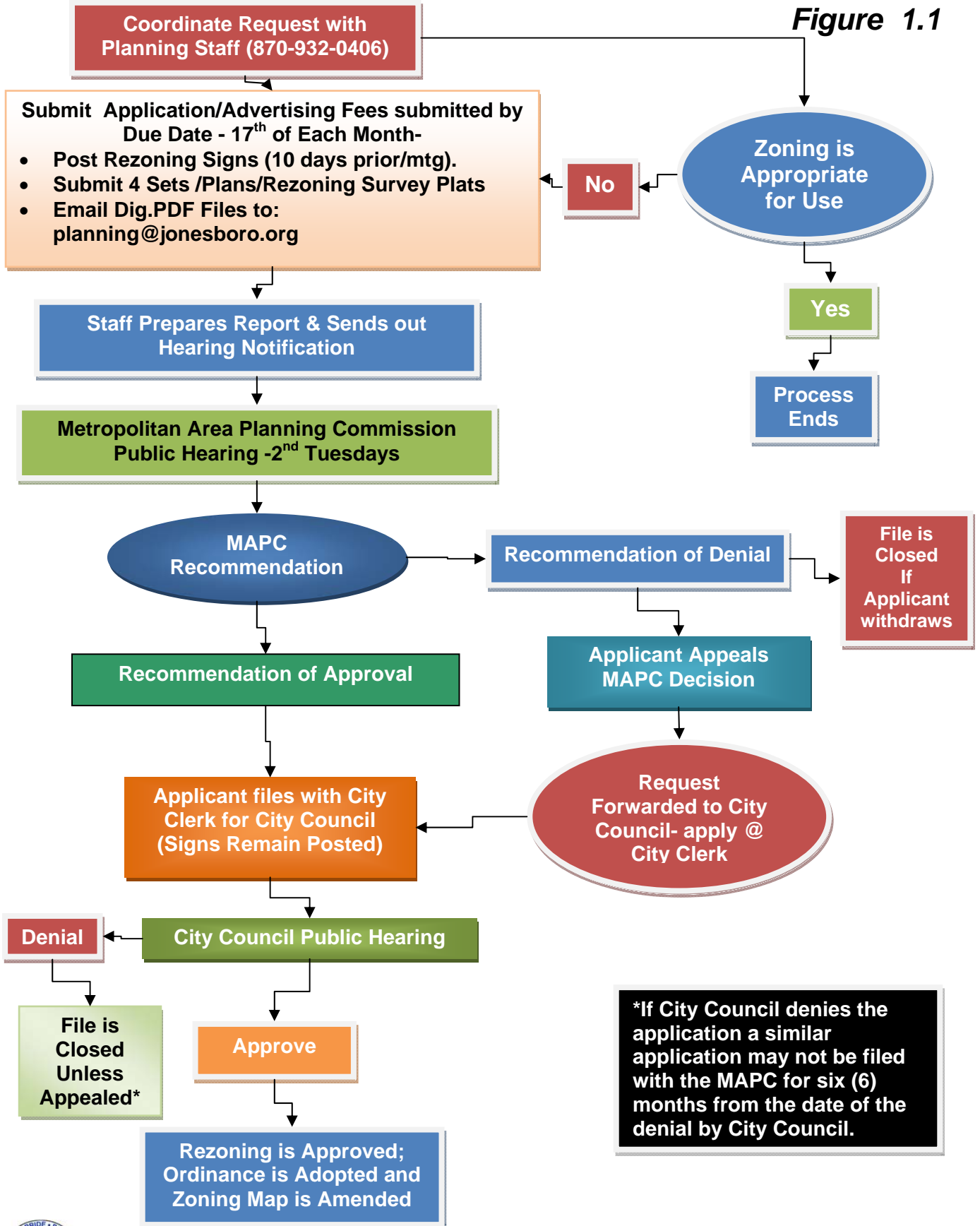
**(6) Successive Applications.** In the event that the city council denies an application for a rezoning, a similar application shall not be considered by the planning commission for six (6) months from the date of the denial by the city council, unless the planning commission, upon recommendation by the city planner, determines that there is a significant change in the size or scope of the project, or that conditions have changed in the area affected by the proposed rezoning.

**14.44.06 Fees.** Before any action shall be taken as provided in this ordinance, the applicant shall submit a fee with the application in accordance with the schedule below. Under no condition shall said sum or any part thereof be refunded for failure of said action to be approved by the city. See the attached and most current fee schedule in the appendix section.



# Rezoning Process

Figure 1.1



## Conditional Uses

Sections:

- 14.24.01 Nature and Description
- 14.24.02 Development Standards and Review Guidelines
- 14.24.03 Procedure for Authorizing
- 14.24.04 Effect of Approval

### **14.24.01 Nature and Description.**

Certain uses may or may not be appropriately located within various districts due to their unusual or unique characteristics of operation and external effects. Given their unusual character, analysis and judgment of the consequences of each development and use must be given so as to provide for such reasonable conditions and protective restrictions as are deemed necessary to protect the character and integrity of the area in which uses are proposed to be located. Such uses are listed under the various districts herein as conditional uses, and may be located in the district or districts so designated only in accordance with the procedure described herein.

### **14.24.02 Development Standards and Review Guidelines.**

All development shall be designed in such a way as to minimize any potential negative impact on the surrounding area. Special attention shall be given to buffering commercial developments from adjacent single-family areas. Design of the internal traffic circulation system, ingress and egress, off-street parking, loading and pedestrian-ways shall be sensitive to such conditions as safety, convenience, separation of vehicular and pedestrian traffic, general attractiveness, and the proper relationship of different land uses. Landscaped areas shall be provided to protect water quality, and reduce erosion, heat and glare. Such areas shall be maintained in an attractive condition. Existing trees on a development site shall be retained where possible. Screening, open space, or other buffer may be required to give adequate separation between uses which are not compatible and shall also be provided for the beautification and enhancement of the property.

In carrying out the purpose of this section, the following development standards and design specifics shall be subject to review and approval. The appropriateness of these standards shall be determined for each specific conditional use location.

- (a) The proposed use is within the provision of conditional uses as set out in this Ordinance.
- (b) The proposed use conforms to all applicable provisions herein set out for the district in which it is to be located.
- (c) The proposed use is so designated, located and proposed to be operated that the public health, safety and welfare will be protected.
- (d) The proposed land use is compatible with and will not adversely affect other property in the area where it is proposed to be located.
- (e) The size and shape of the site, including the size, shape and arrangement of proposed structures, as well as signage related thereto, is in keeping with the intent of this Ordinance.



(f) The proposed ingress and egress, internal circulation system, location and amount of off-street parking, loading and pedestrian-ways are sufficiently adequate, and not inconsistent with requirements of this Ordinance.

(g) The proposed landscaping and screening of the proposed use are in accordance with provisions of this Ordinance.

(h) Safeguards proposed to limit noxious or offensive emissions, including lighting, noise, glare, dust and odor are addressed.

#### **14.24.03 Procedure for Authorizing.**

The following procedure is established to integrate properly the conditional use with other land uses located in the district. These uses shall be reviewed and authorized or rejected under the following procedure:

**(a) Application.** An application shall be made by the property owner and filed with the city planner, upon forms prescribed for that purpose, accompanied with the appropriate fee established by the City Council to defray processing costs. The application shall be accompanied by graphic representation showing the location and proposed use of the site, along with such other descriptive material necessary for decision-making. Such may include, but is not limited to:

preliminary site plans showing proposed uses and structures; proposed ingress and egress to the site, including adjacent streets; proposed off-street parking and landscaping; lighting and signage; a preliminary plan for provision of sanitation and drainage facilities; and proximity of adjacent uses and buildings.

Each application shall be verified by at least one of the owners of the property proposed to be changed, attesting to the truth and correctness of all facts and information presented with the application.

The filing deadline for inclusion on the planning commission agenda shall be the 17th day of the month preceding the planning commission meeting. Should the 17th fall on a weekend or holiday, the next following workday shall be the filing deadline.

**(b) Notice.** Upon determining that an application is proper and complete, the city planner shall insure that the matter is set for public hearing before the planning commission. The city planner shall be responsible for insuring that, pursuant to law, at least fifteen (15) days notice of the time, place, and subject of such hearing is published in a newspaper of general circulation in the city.

The applicant shall present evidence to the city planner, at least ten (10) days prior to the required public hearing, that all property owners within two hundred feet (200') of the boundaries of the subject property have been notified of the proposed use, and of the time, date, and place of the hearing. Such evidence shall consist of postmarked, certified receipts and/or return receipts and/or dated, signed acknowledgments of receipt of notification; and shall be accompanied by a plat map showing the location of those properties, the owners of which the applicant certifies have been so notified.

**(c) Planning Commission Review and Action.** The planning commission shall review conditional use permit applications at its regularly scheduled monthly meeting, at which time interested persons may appear at the required public hearing and offer information in support of or against the proposed conditional



use. Following the public hearing, the commission may approve the application as presented, approve it with conditions, table it with cause for not to exceed one (1) month, deny the application, or refer it to the city council for final disposition. Approval shall require an affirmative vote of a majority of the authorized membership of the commission. In approving such conditional uses, the planning commission shall impose such conditions and restrictions upon the premises as it deems necessary to reduce or minimize the adverse effects of the use. Compatibility with surrounding property shall be insured to the maximum extent practicable. In no case shall the planning commission or city council authorize reduction from minimum requirements of this Ordinance relating to height, area, setbacks, parking, or landscaping. In addition, no conditional use authorized by the planning commission or city council shall be subsequently considered in connection with a variance request to the Board of Zoning Adjustment. If the planning commission disapproves or denies a conditional use application, the reasons for such action shall be given to the applicant with fifteen (15) days from the date of the decision. The applicant may appeal such commission action, or any condition(s) placed upon application approval, to the city council within thirty (30) days of the commission's action. The appeal shall be in writing to the City Clerk, and shall specifically state why the planning commission's findings and decision was arbitrary, capricious, and inappropriate. If denied, no application for such use or similar use shall be permitted involving any part of the same property for a period of six (6) months.

#### **14.24.04 Effect of Approval.**

No building permit shall be issued for any building or structure not in conformance with the site plan and all other conditions imposed in granting a conditional use permit. The construction, location, use, or operation of all land and structures with the site shall be in accordance with all conditions and limitations set forth in the approval. No structure, use or other element of any approved site plan shall be eliminated, significantly altered, or provided in another manner unless an amendment to the conditional use is approved. The procedure for amending a conditional use permit shall be the same as required for the original approval.

Substantial work or construction under a conditional use permit must be commenced within one (1) year, or the permit shall terminate. Conditional use permits shall be valid for an unlimited period unless a lesser period shall be provided in a particular permit. Upon the expiration of the time limit specified in the particular permit, the property owner may request that the permit be reviewed by the planning commission, which may extend it for an unlimited period or for an additional period of years.

Once any portion of the conditional use permit authorization is utilized, all such conditions pertaining to such authorization shall become immediately operative. All conditions relating to or limiting the use, status, or operation of the development, after issuance of an occupancy permit, shall be complied with by the applicant or his successors or assigns. Failure to do so shall constitute a violation of this Ordinance, and cause for revocation of the conditional use authorization.

Provided sufficient site information is submitted with the approved development plan, the planning commission may waive otherwise mandated site plan review requirements.



*For the list of the Conditional Uses available for application to the Planning Commission, please consult the Use Table for your applicable Zoning District in the Zoning Resolution (a copy of the Zoning Code can be found on the City of Jonesboro Website under the City Clerk's page/ technical code link:  
<http://records.jonesboro.org/AddInfo/techcodes.aspx>*

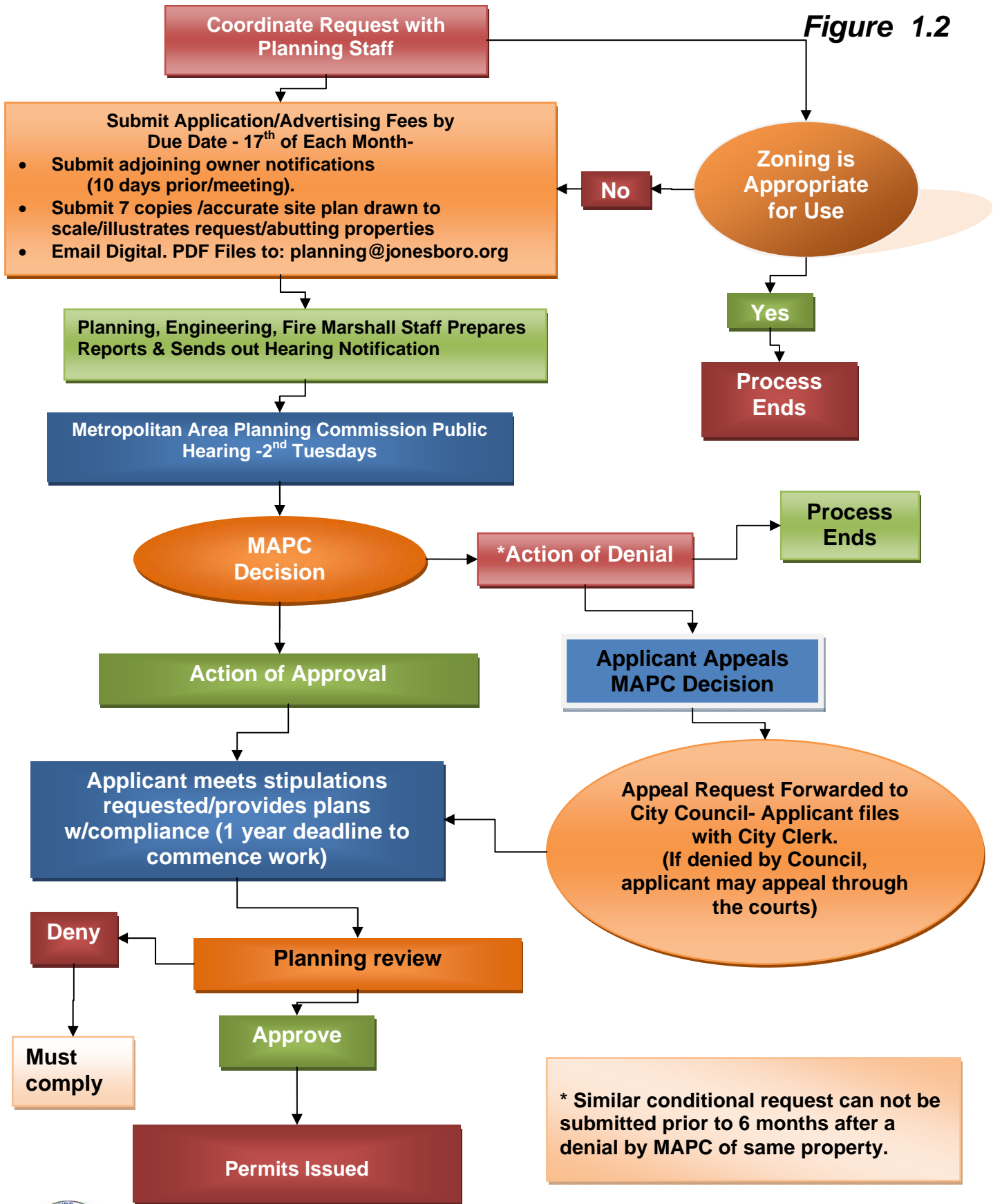
**Below is a summary list of typical Conditional Use situations:**

Single Residence in an Industrial District	Cellular Tower
Family Home Daycare in Single Family Distr.	Off-premise Billboard Signs where the property abuts residential property
Indoor Recreational Center in Residential Districts.	Residential Design Mobile Home in a Single Family Res. District
Accessory Dwellings in a S.F. Residential Dist.	Church use in a Single Family Residential District
Group Residential in Residential Districts	Bed & Breakfast in a S.F. Residential Dist.
Nursing Home in the R-3 MF District	Cellular Tower in a Residential Area
Restaurant in the C-4 District	Retail Use in C-2, I-1 Districts
Funeral Home in the C-4, CR-1 Dist.	Multi-family in the Downtown Core Dist.
Cemetery Use in a Residential Area	Multi-family in a C-3 Commercial District
Convenience Store in an RM-12/16 M.F. Dist.	Car-wash in a C-2/C-4 Dist.



# Conditional Use Process

Figure 1.2



\* Similar conditional request can not be submitted prior to 6 months after a denial by MAPC of same property.





## Appeals

### **Sections:**

14.40.01 Creation and Appointment

14.40.02 Organization

14.40.03 Powers and Duties

14.40.04 Procedure for Applications and Appeals

### **14.40.01 Creation and Appointment.**

There is hereby created a board of zoning adjustment consisting of five (5) members to be appointed for three-year terms, with at least one member being a planning commissioner. All members shall be qualified electors and residents of the City of Jonesboro. The members of the board of zoning adjustment that was legally in existence immediately prior to the effective date of this chapter shall be constituted as members and continue serving their present term as member of the board of zoning adjustment hereby created; provided the member with the least time remaining on his term shall be replaced by a member of the planning commission.

### **14.40.02 Organization.**

The board of zoning adjustment shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this ordinance. Meetings shall be held on a regular schedule and at such other times as the board may determine. All meetings shall be open to the public. The board of zoning adjustment shall keep minutes of its vote, indicating such fact; it shall keep records of its examinations and other official actions, all of which shall be a public record and be immediately filed in the office of the city planner. A quorum of the board shall consist of three (3) members. The concurring vote of a majority of the total board members shall be necessary to revise any order or decision of the enforcement officer or to decide on any matter upon which it is required to pass under this ordinance. The city planner or his representative shall attend each meeting of the board and shall bring with him all plans, specifications, plats, and papers relating to any case before the board for determination.

### **14.40.03 Powers and Duties.**

The board of zoning adjustment shall have all the powers and duties prescribed by law and by this ordinance, which are more particularly described as follows:

**(a) Administrative review.** To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the administrative official in the enforcement of this ordinance. The board may affirm or reverse, in whole or in part, said decision of the administrative official.



**(b) Variances.** To authorize upon appeal in specific cases such variance from the terms of this zoning chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in unnecessary hardship that would deprive the owner of any reasonable use of the land or building involved. A variance from the terms of this zoning ordinance shall not be granted by the board of zoning adjustment unless and until:

(1) The applicant demonstrates that special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structure or buildings in the same district; that literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance; that special conditions and circumstances do not result from the actions of the applicant; and that granting the variance requested will not confer on the applicant any special privilege that is denied by the zoning ordinance to other lands, structures, or buildings in the same district.

(2) No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

(3) The board of adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum variance that will make possible the reasonable use of land, building, or structure.

(4) The board of adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this zoning ordinance, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

(5) In granting any variance, the board of zoning adjustment may prescribe appropriate conditions and safeguards that it deems necessary or desirable. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance.

(6) Under no circumstances shall the board of zoning adjustment grant a variance to allow a use not permissible under the terms of this zoning ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this ordinance in said district.

(c) Special exceptions. In addition to the powers and duties specified above, the board shall also have the following powers and duties to hold public hearings and decide the following special exceptions:



- (1) Interpret zoning district boundaries where uncertainty exists as to the boundaries of the zoning districts or when the street or property lines existing on the ground are at variance with those shown on the zoning district map.
- (2) Determine the amount of parking required for a use not listed herein.
- (3) Vary the parking regulations by not more than twenty-five percent (25%) where it is conclusively shown that the specific use of a building would make unnecessary the parking spaces otherwise required by this ordinance.
- (4) Permit an addition to a nonconforming structure provided that said addition conforms to all building code requirements, and further provided that the current use of the structure conforms to the zoning district in which it is located.

#### **14.40.04. Procedure for Applications and Appeals.**

**(a) Application.** Appeals to the board may be taken by any person aggrieved or by any officer, department, or board of the city affected by any decision of the administrative official. All appeals and applications made to the board shall be made in writing on forms prescribed by the board within fifteen (15) days after the decision has been rendered by the administrative official. Every appeal or application shall refer to the specific provision of the code involved and shall exactly set forth:

- (1) The interpretation that is claimed;
- (2) The use for which the permit is sought; or
- (3) The details of the variance that is applied for and the grounds on which it is claimed that the variance should be granted, as the case may be.

The appeal or application shall be filed with the officer from whom appeal is taken and with the board. The officer from whom appeal is taken shall forthwith transmit to the board all papers constituting the record upon which the action appealed from was taken.

**(b) Public Hearing and Notice.** The board shall fix a reasonable time for the public hearing of an application or appeal, give public notice of the time and place thereof, as well as due notice to the parties in interest, and decide same within a reasonable time. Said public notice shall be published at least once not less than seven (7) days preceding the date of such hearing in a newspaper of general circulation in Jonesboro. The public notice shall give the particular location of the property on which the application or appeal is requested, as well as a brief statement of what the application or appeal consists. Evidence of notification of all adjoining property owners shall accompany all applications for variances. Such notification shall include the above described public notice information, as well as the time and place where the public hearing will be conducted. Public hearings may be adjourned from time to time, and, if the time



and place of the adjourned meeting be publicly announced when the adjournment is made, no further notice of such adjourned meeting need be published. At a public hearing any party may appear in person, by agent, or by attorney.

**(c) Effect of Appeal.** An appeal shall stay all proceedings of the action appealed from, unless the person affected by such appeal certifies to the board, that, by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board or a court of record on application, and notice to the person from whom the appeal was taken.

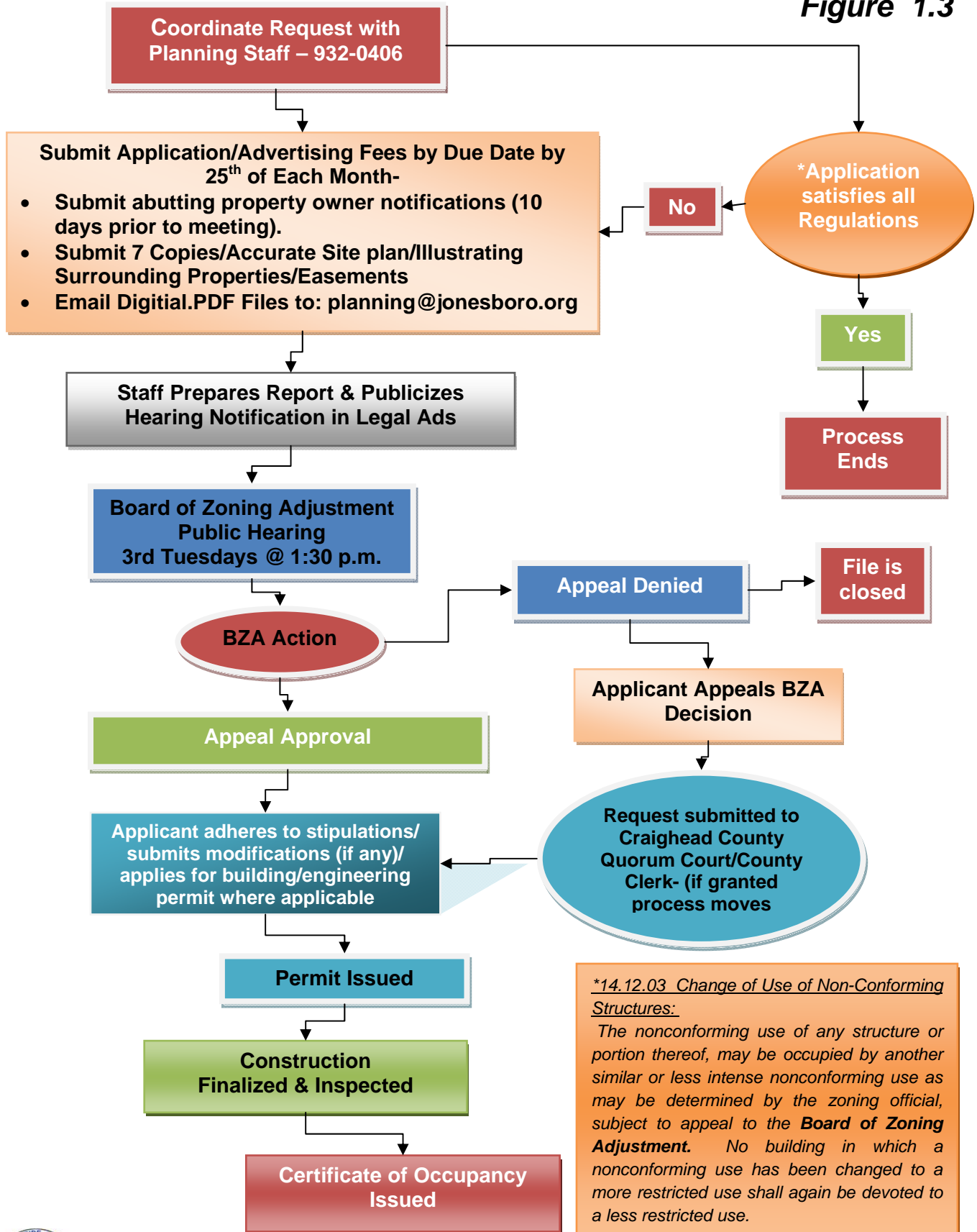
**(d) Time Limit on Permits.** No order permitting the use of a building or premises, or the alteration or erection of a building shall be valid for a period longer than sixty (60) days unless such use is established or the erection or alteration is started within such period and proceeds to completion in accordance with the terms of a building permit.

**(e) Appeals from Board of Zoning Adjustment.** Any person or persons, or any board, taxpayer, department, board or bureau of the city aggrieved by any decision of the board of zoning adjustment may seek review by a court of record of such decision, in the manner provided by the laws of the State of Arkansas.



# BZA Variance Process

Figure 1.3



## **Site Plan Review**

**14.44.02 Zoning and Building Permits.** It shall be unlawful to commence the construction, reconstruction, moving, demolition or structural alteration of any building until a zoning permit and a building permit has been issued. No building permit shall be issued unless the proposed construction or use is in full conformity with all the provisions of these regulations and other applicable building laws, ordinances, or regulations. A zoning permit shall also be required for the use or reuse of property, buildings, or structures where building permits are not required. Compliance with paved parking and other site standards shall be achieved as a condition a change of use for commercial, industrial and multi-family purposes. In addition, a zoning permit evidencing compliance with the provisions of this ordinance shall be a pre-requisite to the issuance of a city privilege or occupation license.

All applications for building permits shall be accompanied by a plan in duplicate drawn to scale, showing the size of the building to be erected and its location on the zoning lot, the location of any existing buildings or structures, location and dimensions of all driveways and parking or loading areas, drainage and such other information as may be necessary to provide for the administration of this ordinance. Site plans shall be required for all multi-family development proposals of five (5) units or more; as well as for all new commercial and industrial development and substantial redevelopment. Such plans shall be reviewed and approved at the staff level, subject to appeal by the applicant to the Metropolitan Area Planning Commission; provided that large-scale commercial development of over seventy-five thousand (75,000) square feet of gross floor area, and multi-family developments of more than forty-eight (48) units shall be approved by the Metropolitan Area Planning Commission. Site plan decisions by the MAPC shall be subject to appeal to the City Council. Complete requirements for site plans are included in the appendices hereto.

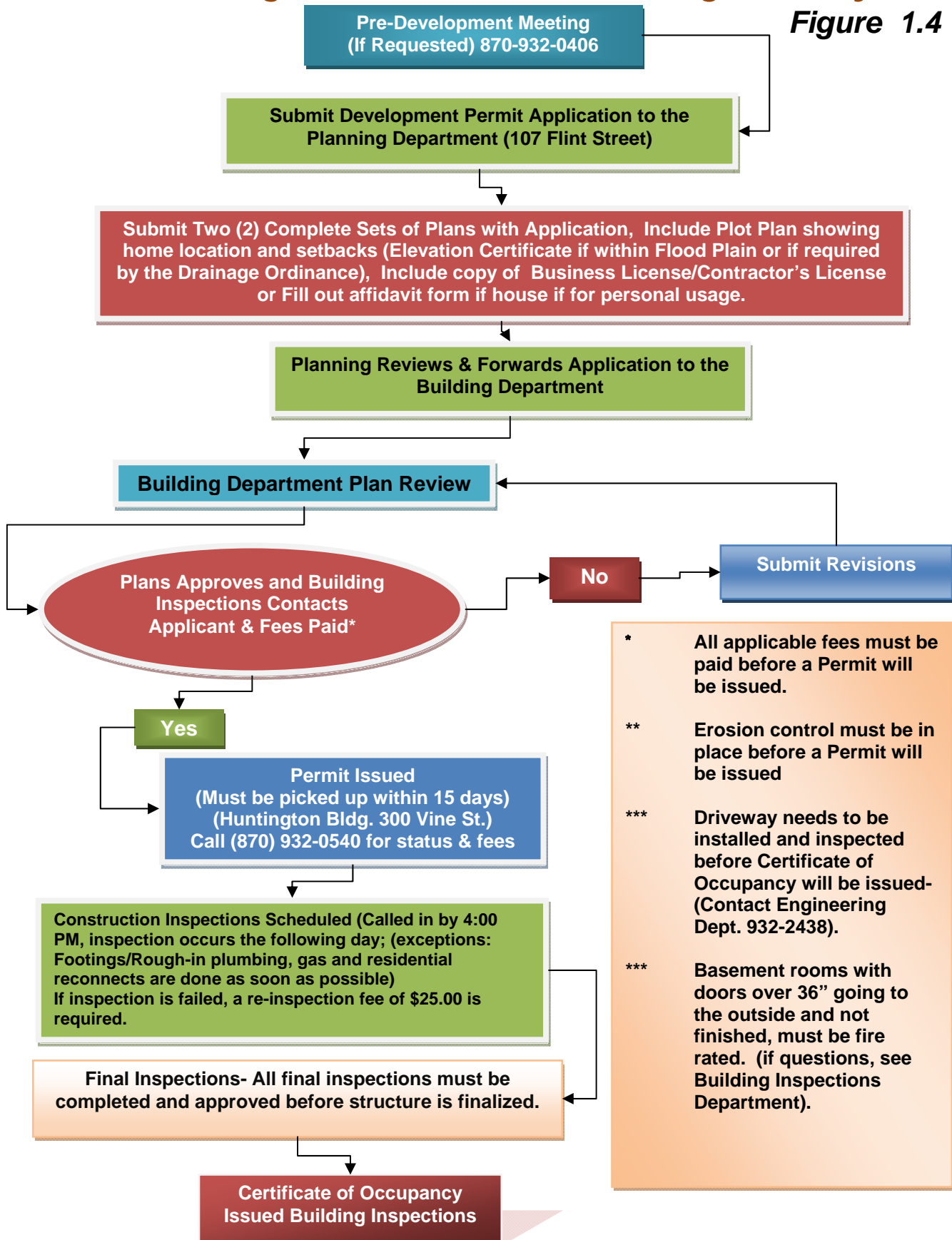
**See Appendix Section for each applicable Permit Application Form. The following items require City Permit (See Appendix Section for all permit applications):**

<b>Residential Single Residence</b>	<b>Cellular Tower</b>
<b>Residential Additions</b>	<b>On &amp; Off-premise Signs</b>
<b>Accessory Structures</b>	<b>Grading &amp; Drainage Permits</b>
<b>Multi-Family Duplex, Tri-plex Four-plex</b>	<b>Driveway Permit</b>
<b>Multi-Family- Multiple Units</b>	<b>Walls and Fences</b>
<b>Commercial Interior Renovations</b>	<b>Tents, Awnings &amp; Marques</b>
<b>Commercial New Building</b>	<b>Change of Use</b>
<b>Commercial Addition</b>	<b>Home Occupations</b>
<b>Swimming Pools</b>	<b>Non-Conforming Use Certificate</b>
<b>Parking Lot</b>	<b>HVAC/Fire Protection Systems/ Mechanical/Electrical Work</b>



# Building Permit – Residential Single Family

Figure 1.4

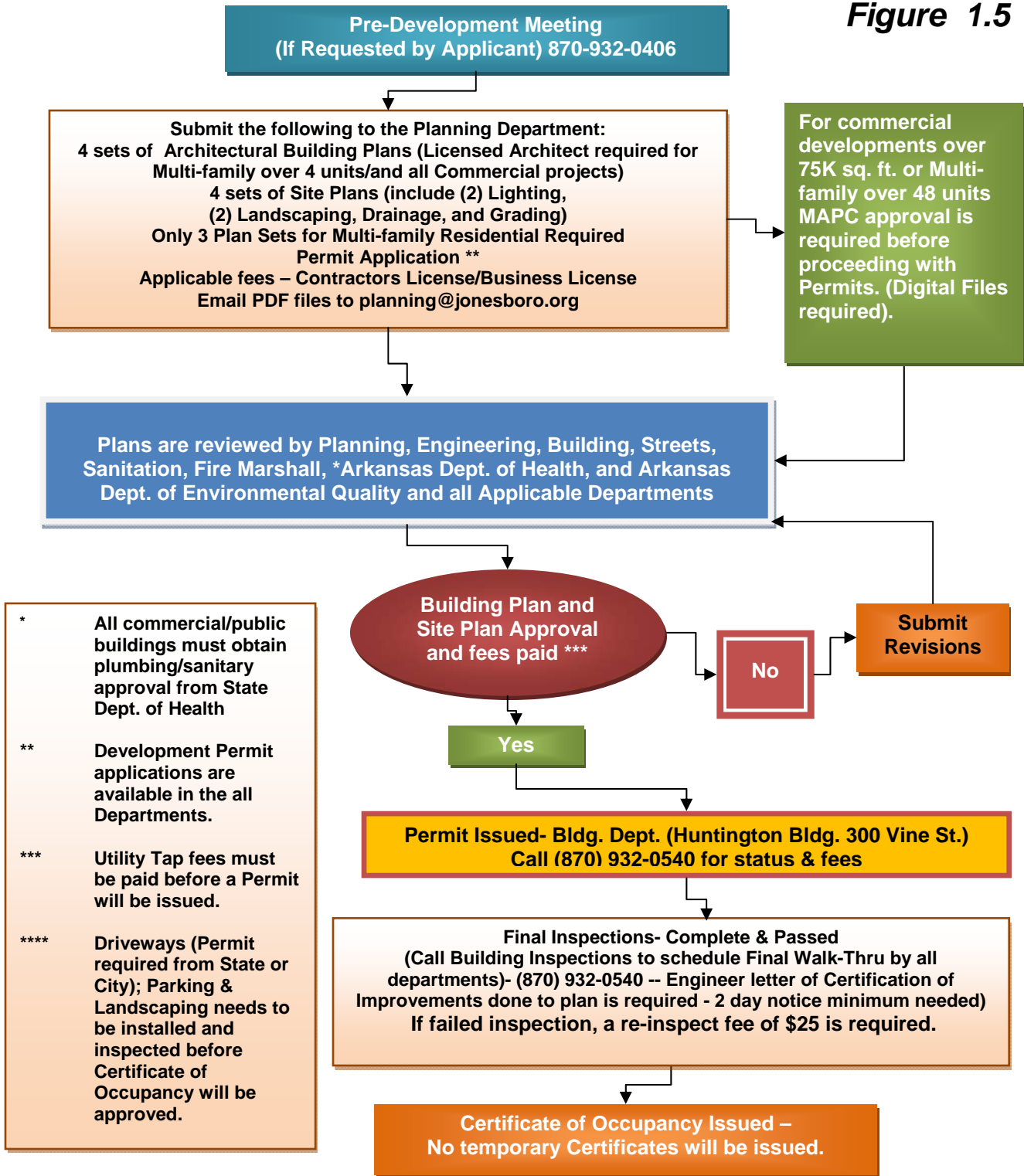


- \* All applicable fees must be paid before a Permit will be issued.
- \*\* Erosion control must be in place before a Permit will be issued
- \*\*\* Driveway needs to be installed and inspected before Certificate of Occupancy will be issued- (Contact Engineering Dept. 932-2438).
- \*\*\* Basement rooms with doors over 36" going to the outside and not finished, must be fire rated. (if questions, see Building Inspections Department).



# Zoning & Building Permit: Multi-Family 3+ units/Commercial

Figure 1.5





## **Long Range & Comprehensive Planning**

The City of Jonesboro is currently updating its Land Use Map which is an important tool used to project the future growth of the City. The most current Comprehensive Plan was last adopted on August 16, 1996, Ordinance Number 2713. The Land Use Advisory Committee anticipates the update and adoption of the new plan by December, 2008. To become involved in that process, the committee meets every fourth Tuesday at 4:00 PM in the Huntington Building. Planning Staff is available to answer any land use questions or any concerns over the future growth patterns of the City of Jonesboro. Otherwise, the 1996 plan is available in the Planning Department office.

## **Zoning Map Updates & Subdivision Mapping**

All preliminary and final plats of subdivisions of five acres or more should be submitted with the horizontal datum for said plat in the Arkansas State Plane Coordinate System – North Zone – NAD83 (1997) adjustment. All horizontal control work shall be tied to at least two of the Jonesboro GPS monuments. In addition, construction drawings, plats, and “as-builts” should be submitted on electronic data in .dxf format.

The City’s Mapping Cartographer imports the digital files into the City’s Mapping system via AutoCad. All subdivisions files are then forwarded to the office of the County Tax Assessor /Recorder through a specific FTP website to be incorporated into the GIS system with Tax ID and owner information.

The Zoning Map and most current Land Use Map is kept current by the Mapping Cartographer and the City Planner, as often as updates are adopted by City Council. These updates are performed on a monthly basis after adoption. Specific mapping needs may be requested in the Planning Office during normal business office. Most digital file requests can be granted; however, a blank CD or DVD media is required.

## **Addressing & Street Naming**

All City addressing is done by the Planning Department in compliance to Title 9 of the Jonesboro Code of Ordinances which is outlined below. Please contact the Planning Department for any address, street naming or street renaming requests.

## **Zoning Violations & Enforcement**

Any person or corporation who shall violate any of the provisions of the zoning ordinance or fail to comply thereafter with any of the requirements thereof, or who shall build or alter any building in violation of any detailed statement or plans submitted and approved hereunder, shall be guilty of a class C misdemeanor and shall be liable to a fine as prescribed by law. Each day such violation is permitted to exist shall constitute a separate offense. The owner and any architect, builder, contractor, agent, engineer, person, firm or corporation employed in connection therewith and who may have assisted in the commission of any such violation, shall be guilty of a separate offense and upon conviction thereof shall be fined as hereinabove provided. All zoning complaints may be presented to the Planning Department for enforcement by the Administrator.



## **Title 9: House and Building Numbering**

**9.40.01 Number requirements** Every person owning or occupying any house or building fronting on any street shall, prior to occupancy, have the proper number attached to, stenciled or painted on the front part of such house or building, over, on, or by each main entrance in such manner that the number shall be plainly visible from the street. Such street numbers shall conform with this section. If, because of the setback of the house or building, or for any other reason the number cannot readily be seen from the street, then the occupant shall, in addition to the provisions above, position the numbering so that it is clearly visible from the street. (Ord. No. 2109, Sec. 1.)

**9.40.02 Size of numbers** The minimum size of the numbers shall be three (3) inches in height and no script is allowed. Premises on which buildings are being constructed shall post street numbers prior to beginning construction. (Ord. No. 2109, Sec. 2.)

**9.40.03 Baseline streets** For the purpose of numbering houses, Main Street and Cotton Belt right-of-way shall be considered the base lines, from which base lines the property shall be numbered, beginning with the number one hundred for each block, placing the even numbers on the north and east side of the streets. (Ord. No. 2109, Sec. 3.)

**9.40.04 False information** It shall be unlawful for any person to display any false or incorrect house or lot number knowingly and willfully or with intention to deceive another person. (Ord. No. 2109, Sec., 4.)

**9.40.05 Fine** Any violation of any provision of this ordinance shall be punishable by a fine of not less than Twenty-Five Dollars (\$25.00) for the first offense and not less than Fifty Dollars (\$50.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. (Ord. No. 2109, Sec. 5.)

**9.40.06 Restrictions** The restrictions contained in this ordinance shall apply to all applications for street names from the date of the adoption of this ordinance forward. (Ord. No. 2323, Sec. 1.)

**9.40.07 Duplication of names** There shall be no duplications of street names. Some street names may not be allowed where confusion is evident or is likely to become an element of confusion. (Ord. No. 2323, Sec. 2.)

**9.40.08 Numbers and characters** Street names shall contain no more than a maximum of fifteen (15) characters. This does not include the descriptor, such as street, lane, drive, etc. (Ord. No. 2323, Sec. 3.)

**9.40.09 Street descriptors** The street descriptor shall contain no more than a maximum of four (4) characters. Street descriptors shall be one of the following: Avenue, Boulevard, Circle, Cove, Court, Drive, Expressway, Extended, Lane, Loop, Park, Place, Parkway, Road, Spur, Street, Square, Terrace, Trail. (Ord. No. 2323, Sec. 4.)

**9.40.10 Characters** All characters shall be alphabetic only. No special characters allowed. Examples of special characters are #,\$,%,',&, -, /. (Ord. No. 2323, Sec. 5.)



9.40.11 Other restrictions

- A. Do not include north, south, east or west in street name. (Example, East College Circle and West College Circle).
- B. House numbers shall not exceed a maximum of five (5) digits.
- C. Apartment numbers shall not exceed a maximum of Five (5) characters/digits. (Ord. No. 2323, Sec. 6.)

9.40.12 Restrictions within subdivision In new subdivisions, it shall be the responsibility of the developer to propose street names and alternates for review and approved by the planning and inspections department, subject to all requirements contained in Chapter 15, "Subdivision Regulations" of the code of ordinances of the city of Jonesboro. (Ord. No. 2323, Sec. 7.)



## MINOR PLATS & MINOR SUBDIVISIONS

The following information shall be provided on all minor plats:

1. A key map showing the tract and the nearest street intersections, a north arrow, and a graphic scale.
2. The proposed subdivision name and location, the name and address of the owner(s), and the stamp of the surveyor who prepared the plat.
3. The bearings and distances of all lots boundaries.
4. The locations and dimensions of existing property lines, street right-of-way, railroads, buildings, culverts, drain pipes, public utility lines, easements, and floodway and flood plain boundaries.
5. The proposed utility layouts showing the location of connections to existing systems and the location of new utility easements. When connection to a public water and/or public sewer system is not feasible, the location of the individual water and/or sewer supply shall be shown on the plat.
6. The total square footage or acreage of the tract to be divided and the square footage or acreage of each lot.
7. If the minor plat is for consolidation purposes or for the change of a lot boundary, the existing boundary shall be shown as a dashed line and shall be designated to be extinguished.

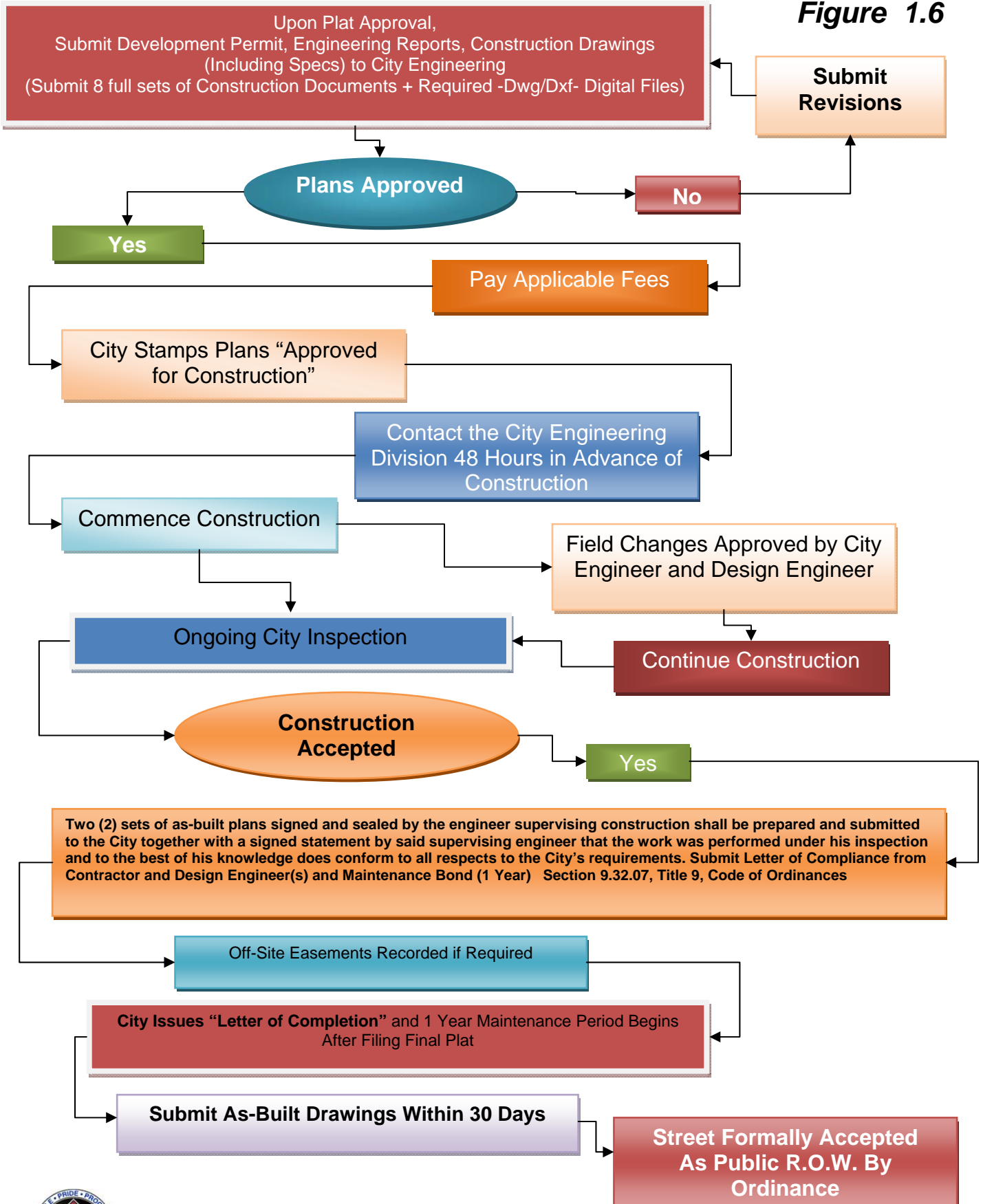
**Approval process.** Applications for minor plat approval shall be submitted to the designated agent of the Metropolitan Area Planning Commission for review. **Minor plats may be approved administratively at the discretion of the designated agent and the chairman of the MAPC.** A series of minor plats may not be submitted over a period of time for administrative approval in order to avoid formal review by the MAPC. If the plat meets the above criteria and all other ordinance requirements the plat shall be forwarded to the MAPC chairman for approval. If special circumstances exist, the agent or the chairman may require review by the entire Commission. In the event of the chairman's absence, action on the plat may be taken by the vice-chairman. In the vice-chairman's absence, action on the plat may be taken by the secretary. The plat shall be reviewed within fifteen (15) working days of submittal of a complete application. If no action is taken within fifteen (15) days, the plat shall be automatically placed on the next MAPC agenda for which filing requirements can be met. Once a minor plat is approved, the Planning Administrator or designee shall be provided 12 copies with original owner's signature and applicable fees to be delivered to the County Recorder's Office.

**Denial of application.** If administrative approval of a minor plat is denied, the applicant may request consideration by the MAPC.



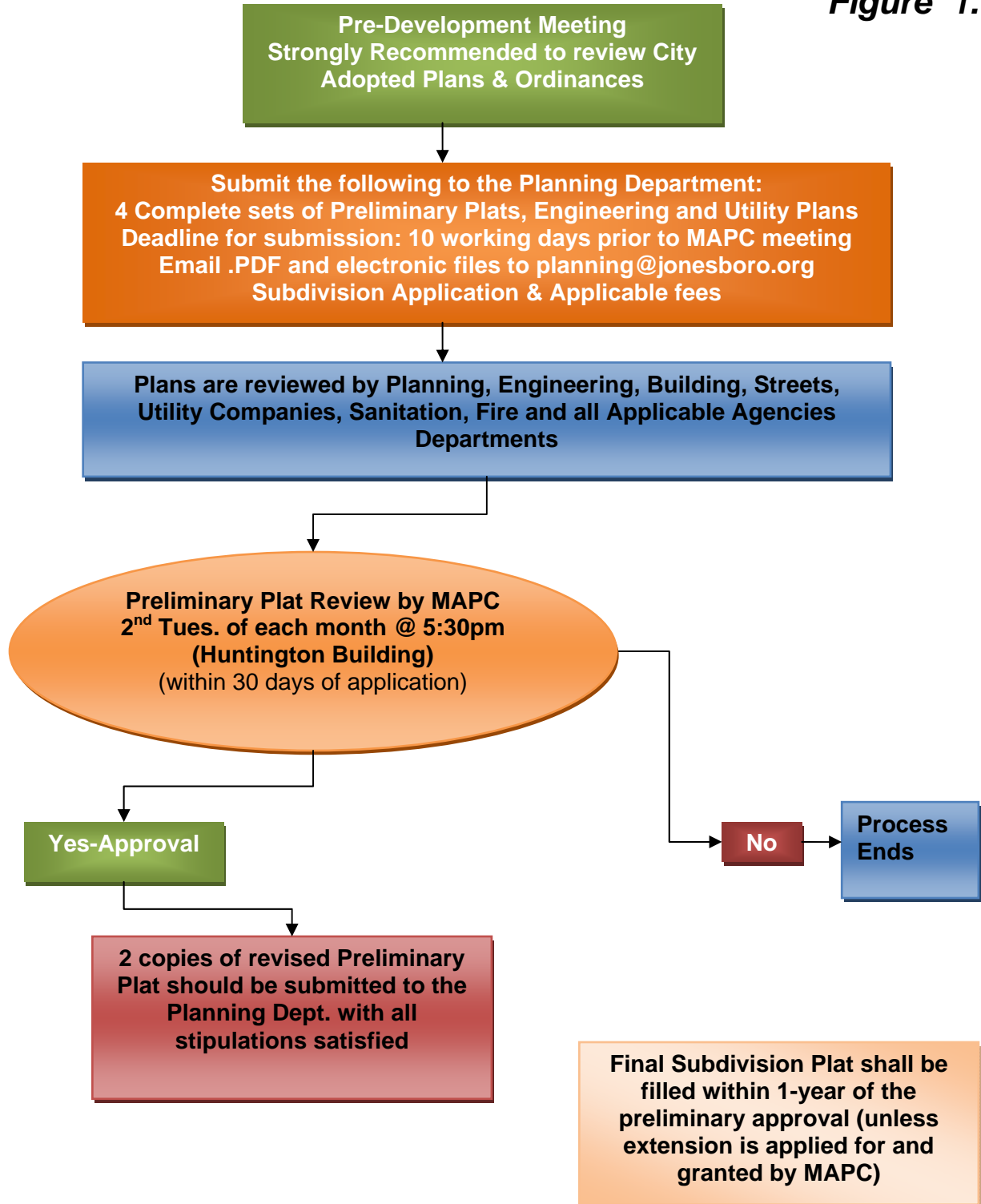
# Public Infrastructure for Platting

**Figure 1.6**



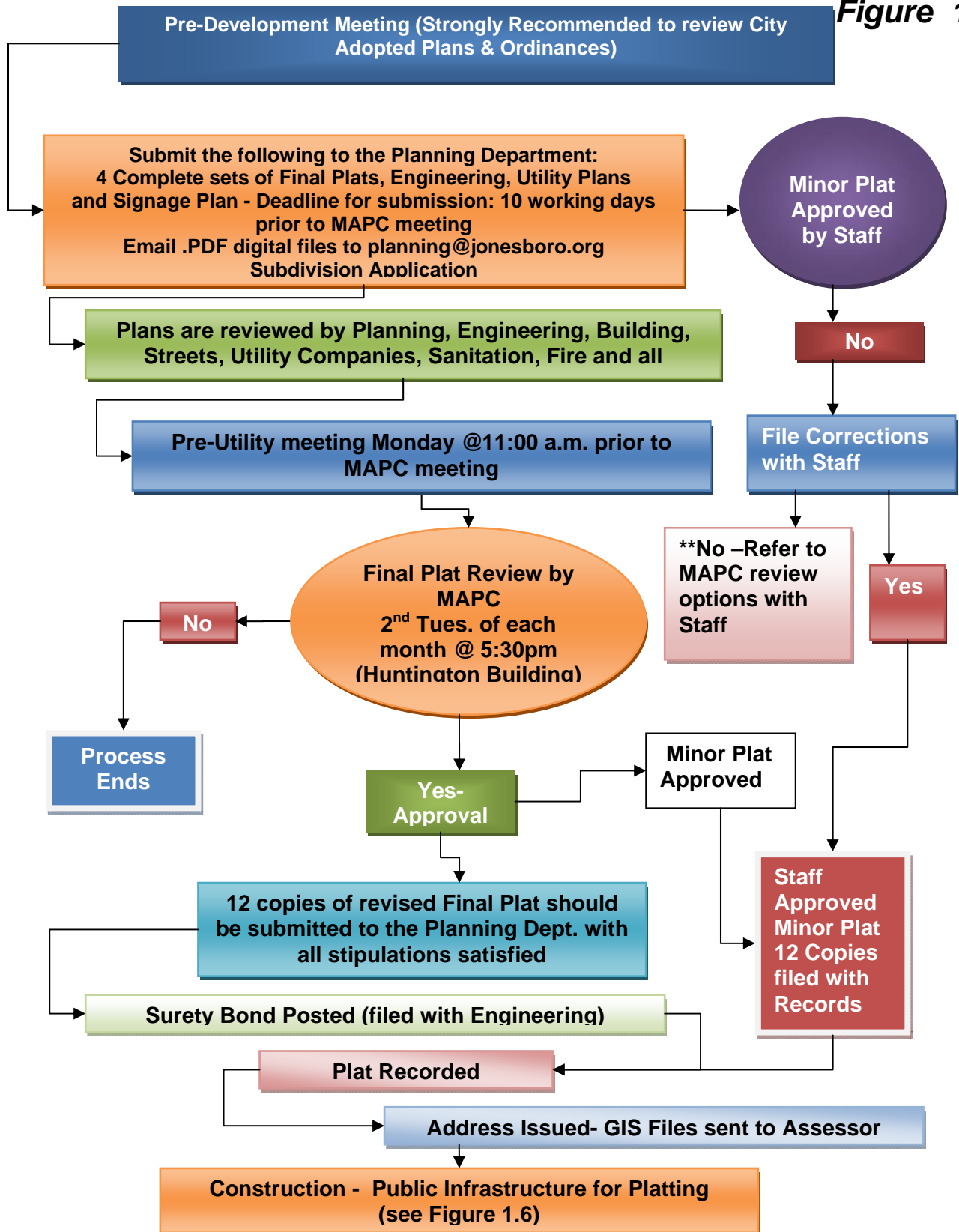
# Subdivision Process - Preliminary Plat

Figure 1.7



# Subdivision Process Final Plat

Figure 1.8



*\*\*If administrative approval of a minor plat is denied, the applicant may request consideration by the MAPC. The applicant's request must be submitted no less than ten (10) working days prior to the next MAPC meeting date. (Ord. No. 2427, Secs. 1-5.)*



## Annexations

- A preliminary meeting with Planning Department Staff is recommended.
- Submit petition for Annexation with majority of property owner's signatures, legal description of proposed property, lot sizes, total acreage, vicinity map illustration existing city limits; land proposed must adjoin present city limits.
- Once completed – present request to the County Court to be filed by the County Clerk for action by the County Judge.
- The Judge shall set a hearing date for the petition and the hearing shall not be heard less than 30 days after the filing and publication
- The petitioner or his agent shall publish a notice in the Jonesboro Sun once a week for 3 consecutive weeks.
- Court issues Order of Annexation/delivers papers to the County Clerk to record.
- Opposition may appeal decision within 30 days w/ the Circuit Court. If no suit is filed the annexation shall be recorded.
- Once confirmed by County Court, City Council passes a resolution accepting territory, if accepted City Clerk shall certify 2 copies of the resolution to County Clerk. County Clerk shall in turn certify 1 plat copy and 1 order copy to Secretary of State, 1 plat copy and 1 order copy to the Director of Tax Division, who shall file, preserve and notify all utilities within that said municipality. City Council shall also receive 1 copy of the order.
- Submit the following to the Planning Department/MAPC: 12 certified plats, including acreage, streets, right-of-ways, easements, legal description, existing city limits, existing/requested zoning district. 1 copy of Annexation Petition/Zoning Classification/Order signed by the Judge accompanied by fees. Deadline for submission is the 17<sup>th</sup> of each month for the MAPC meeting the 2<sup>nd</sup> Tuesday of the following month. Email .pdf files to [planning@jonesboro.org](mailto:planning@jonesboro.org). Subdivision application.
- Should MAPC grant approval contact City Clerk for submittal requirements for City Council. If the request is filed, advertised by public hearing by Council. Final action by Council by Ordinance to Annex and rezone property.

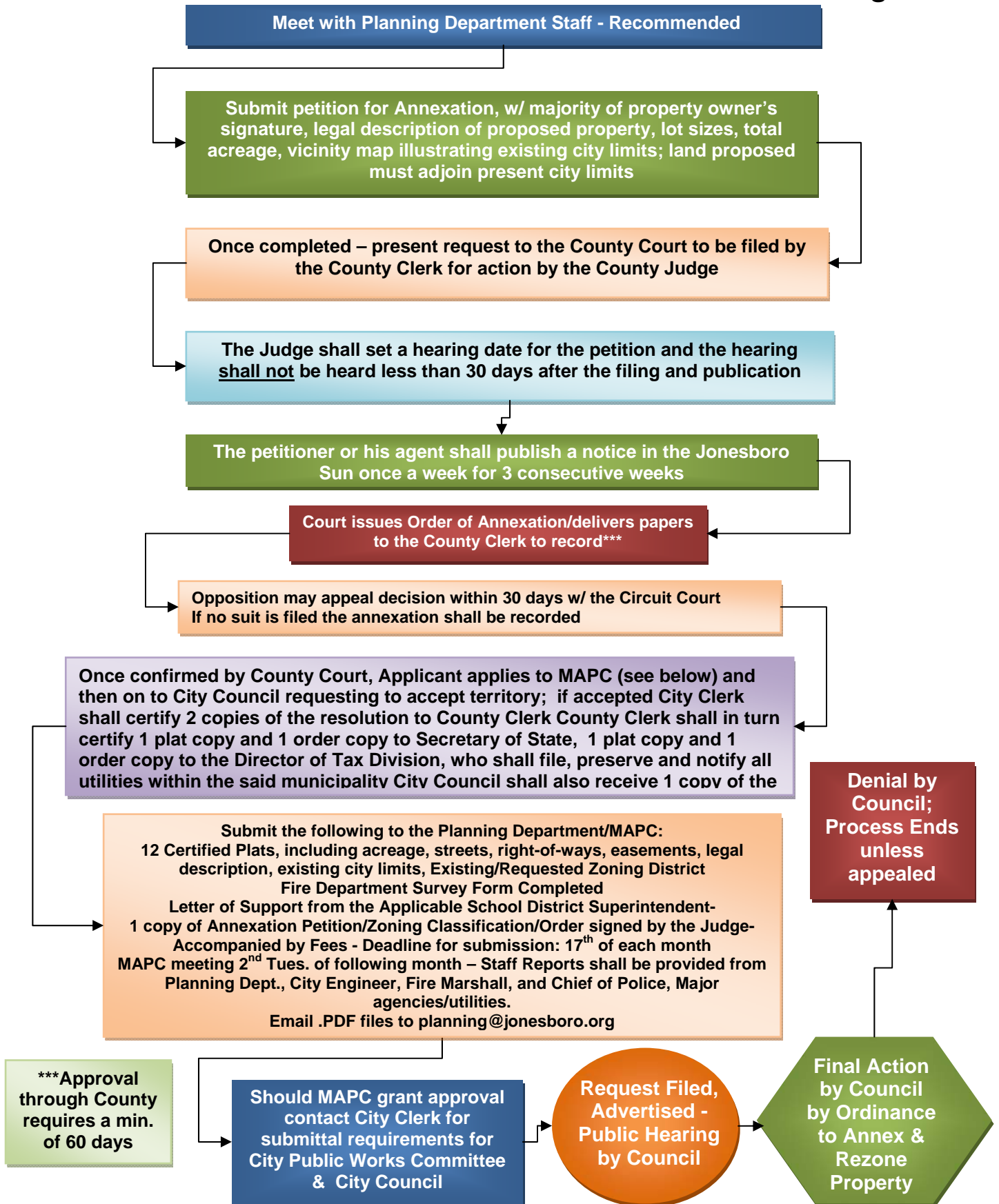
*\*Note : 14.16.05 Classification of Annexed Lands. All lands proposed for annexation shall be assigned zoning district classification(s) that will become effective at the same time the annexation becomes final. The map amendment procedures contained herein shall be followed in assigning said classification(s).*





# Annexation Procedure

Figure 1.9



\*\*\*Approval through County requires a min. of 60 days



## Home Occupations/Business- Privilege License

### **Title 4: Jonesboro Code of Ordinances**

#### **4.04.01 License required.**

It shall be unlawful for any person who lives in or lives outside of the corporate limits of the city of Jonesboro, Arkansas, and/or who has a business, occupation, vocation, profession, trade or calling in or outside of the corporate limits of the city of Jonesboro, Arkansas, and who engages in, carries on or conducts said business, occupation, vocation, profession, trade or calling within the corporate limits of the city of Jonesboro, Arkansas, for which a license is required by this chapter without having first paid the privilege tax and procured a license therefore from the city collector.

This section shall not apply to those persons who have a current privilege tax from some other city in the state of Arkansas, unless such person is maintains a place of business in the city of Jonesboro. (Ord. No. 1468, Sec. 1.)

No city license shall be issued to any person or entity engaging in the business of a used auto dealer unless the same has procured a state license as provided by A.C.A. 23-112-601. (Ord. No. 2291, Sec. 1.)

#### **4.04.02 Term of license**

All annual licenses prescribed and annual occupation taxes shall be due and payable on the first day of January of each year, and shall be paid to the City Collector, and the City Collector shall issue a receipt for the proper amount of money received, and shall issue the proper license therefore upon the payment of such sum of money and such license shall be good and valid for the year so paid; provided that any business, occupation, vocation, profession or calling begun within the calendar year shall be pro-rated by the number of months left in the calendar year and shall be charged an annual license fee based upon the number of calendar months left in the year.

All persons failing, neglecting or refusing to pay their licenses or occupation tax within forty-five (45) days from the date the same becomes due shall be subject to penalties as follows:

- A. If paid between forty-five (45) days and seventy-five (75) days from due date, ten percent (10%) of the amount of tax due.
- B. If paid between seventy-five (75) days and one hundred thirty-five (135) days from due date, twenty percent (20%) of the amount due.
- C. If not paid within one hundred thirty-five (135) days from the date due, forty percent (40%) of the amount of tax due.

Such penalties shall be in addition to any fines which may be levied as a result of the violation of this ordinance. The City Collector shall publish, in a local newspaper of general city-wide circulation, a list of all persons failing, neglecting, or refusing to pay their license or occupation tax. Said list of delinquencies shall be published by the City Collector on or before the first day of July of each year. (Ord. No. 1664, Sec. 1.)



#### **4.04.03 Engaging in more than one business.**

Where any person engaged in any business which includes separate kinds of business which might be required to pay an occupation tax under this chapter and the business is operated under one roof as a single line of business, the operator of such business shall be required to pay the highest license fee or occupation tax of said separate business, provided, however, where two (2) or more separate and distinct businesses are operated under the same roof, each business shall be required to pay a license fee and occupation tax as provided herein, except where it is specifically provided herein that certain kinds of businesses or callings shall include more than one calling or business. (Ord. No. 757, Sec. 17.)

#### **4.04.04 Posting of license**

Each license shall be posted in a conspicuous place where such business or occupation is carried on or the holder of such license shall upon demand show the same to the City Collector or any police officer. (Ord. No. 757, Sec. 8, 7-28-47)

#### **4.04.05 Doing business without license.**

The amount of any license imposed by this chapter shall be deemed as a debt due the city, and in addition to the penal remedies and punishments herein prescribed, any person commencing, engaging in or carrying on any trade, business, occupation, vocation, calling or profession without first having obtained a license to do so, shall be liable to an action in the name of the city in any court of competent jurisdiction for the amount of license by this chapter imposed on such trade, business, occupation, vocation, calling or profession. (Ord. No. 757, Sec. 15.)

For Fee Schedule and full business license regulations visit the City of Jonesboro website ([www.jonesboro.org](http://www.jonesboro.org)), City Records section or copy paste the following link: <http://records.jonesboro.org/AddInfo/CodeOrd.aspx> (click on Title 4).



# Home Occupations

## 14.28.03 Residential Accessory Uses Nonresidential Uses

(b) **Home Occupations Permitted.** A home occupation shall be allowed as an accessory use in residential districts subject to compliance with the following requirements, which are intended to balance protection of residential character with enabling residents to work from home:

- (1) The home office or business is clearly secondary to the use of the dwelling as a residence and does not change the residential character or appearance of the dwelling or lot in any visible manner; provided a nameplate sign, as described above shall be permitted.
- (2) The work done in the home office or business creates no objectionable odor, noticeable vibration, or offensive noise that increases a level of ambient sound at the property lines.
- (3) The home office or business does not involve the external display of goods or services, and does not cause unsightly conditions or waste visible from off the property.
- (4) The home office or business does not cause interference with radio or television reception in the vicinity.
- (5) Permitted home occupations shall not include the employment of any persons not residing on the premises in the performance of the occupation.
- (6) The home office or business sells no articles on the premises which are not produced on the premises.
- (7) A home occupation shall be carried on wholly within the principle residential structure. No home occupations shall be allowed in accessory buildings or garages.
- (8) The home office or business occupies no more than twenty-five percent (25%) of the total floor area of the residence.
- (9) There shall be no external alteration of the dwelling, nor storage of supplies or equipment outside.
- (10) Not more than one (1) truck of not more three-fourths ton capacity, and no semi-trailers, incidental to the home occupation, shall be kept on the premises.
- (11) Customers may visit the site only during the hours of 8 am to 8 pm, and no more than six (6) customers or clients may visit the site in any single day.
- (12) Parking to serve a home occupation shall be provided off-street, and no such parking shall be permitted in a required setback, other than in a driveway. In no event shall yard areas be converted to off-street parking to serve a home occupation.



(c) **Home Occupations Prohibited.** Prohibited home occupations include, but as not limited to the following:

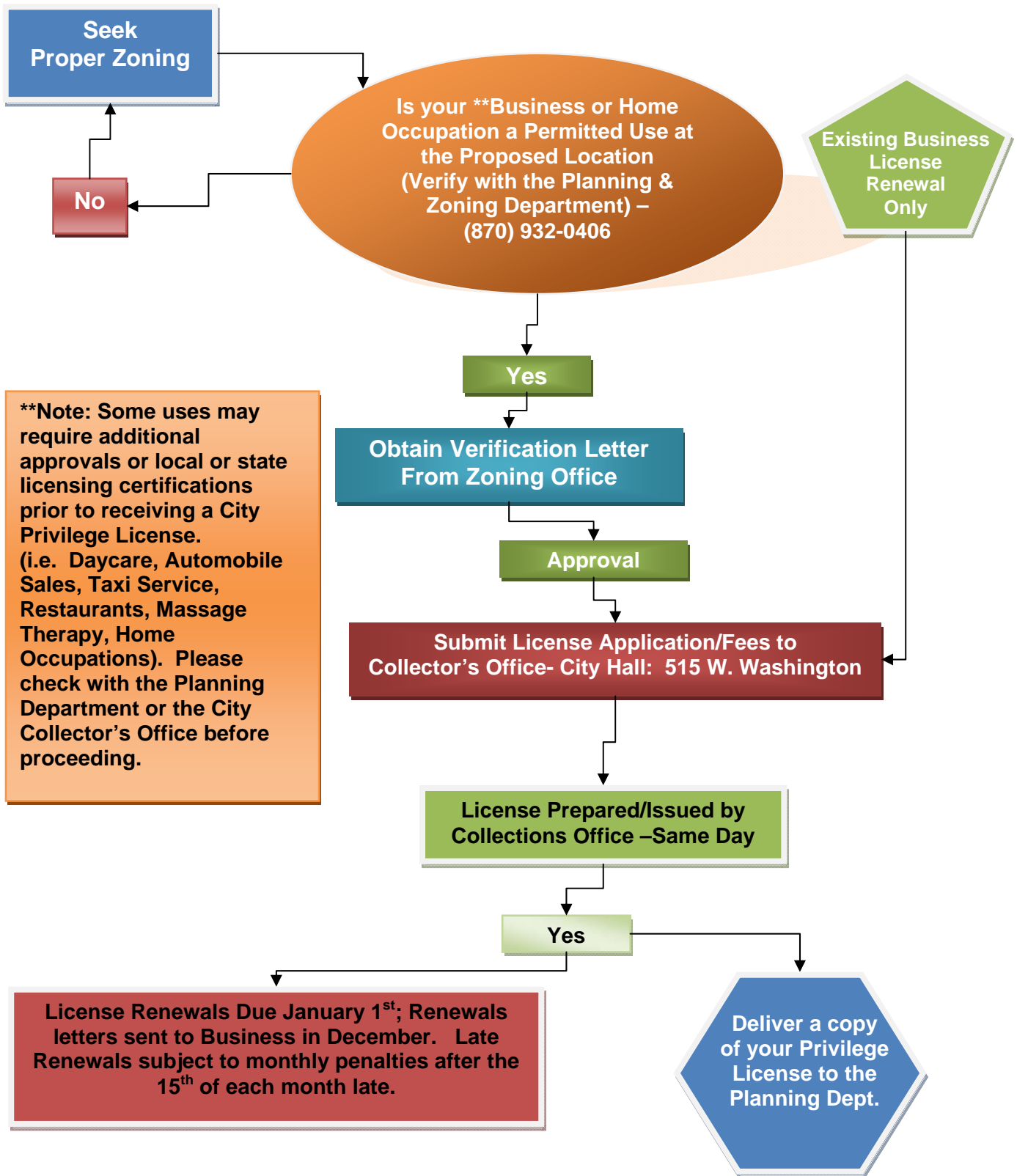
- (1) Barber and beauty shops.
- (2) Dispatch centers, where employees come to the site to be dispatched to other locations.
- (3) Commercial stables, kennels, and animal boarding and care facilities.
- (4) Assembly or repair of large appliances.
- (5) Repair or assembly of vehicles or equipment with internal combustion engines, or any other work related to motor vehicles and their parts.

(d) **Garage Sales.** Garage sales, also commonly called rummage or yard sales, are permitted as accessory uses provided they meet the following requirements:

- (1) Each such sale shall be registered in writing or by telephone with the Planning and Inspection Department.
- (2) Each property address and/or person shall be limited to no more than four (4) such sales per year.
- (3) Sales shall not last longer than two (2) consecutive days.
- (4) Sales are conducted on the owner's property. Multiple family sales are permitted if they are held on the property of one of the participants.
- (5) No goods purchased for resale may be offered for sale.
- (6) No consignment goods may be offered for sale.
- (7) Directional and advertising signs, not larger than four (4) square feet, shall be free-standing; that is, they shall not be placed on traffic or official signs, utility poles or trees; and shall be removed promptly after completion of the sale.



# Home Occupation/ Business/Privilege License



**\*\*Note: Some uses may require additional approvals or local or state licensing certifications prior to receiving a City Privilege License. (i.e. Daycare, Automobile Sales, Taxi Service, Restaurants, Massage Therapy, Home Occupations). Please check with the Planning Department or the City Collector's Office before proceeding.**





CITY OF JONESBORO

## **FEE PAYMENT FORM**

### **MAPC/BZA/STAFF**

Case: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Fee Computation: \_\_\_\_\_

Amount Due: \_\_\_\_\_

### **FEE SCHEDULE**

**BZA - \$100.00**

**CONDITIONAL USE - \$100.00**

**REZONING - \$100.00\***

**PRELIMINARY PLAT/REPLAT - \$25.00 + \$0.60 PER LOT**

**SITE PLAN - \$50.00 (For all permit reviews)**

**\*For rezoning requests, an additional fee of \$175.00 is required to place the item on the City Council agenda.**



## **Fire Safety**

Fire safety questions should be directed to the City of Jonesboro Fire Marshall's office. For the latest adopted code utilized in the plan review process, please contact their office at (870) 932-2428 (Craig Davenport, Fire Marshall; Jason Wills, Fire Marshall).

## **Engineering Review**

For official Flood Plain map determination please contact the Flood Plain administrator – Craig Light, P.E., City Engineer at (870) 932-2438.

## **Storm water & Drainage Regulations/Ordinance**

The Drainage Manual, Regulations, and Ordinance are currently being studied and updated by the Stormwater and Drainage Committee. Once the final adoption is official, the regulations will be provided the Engineering Department; consult with the Engineering Department for any particular operating procedures.





## **Frequently Asked Questions**

### **What does the public hearing process involve?**

The public hearing process involves appearing before the City's Metropolitan Area Planning Commission and then the City Council. Each will hear your request, staff's report, any presentation you have prepared as well as public input before reaching a decision on the matter. The Metropolitan Area Planning Commission will make a recommendation to the City Council regarding approval or denial of your request. The City Council then holds a public hearing to consider the formal approval of the request with three readings of an ordinance.

### **What if the MAPC denies my request?**

If the Metropolitan Area Planning Commission recommends denial of the rezoning, you may appeal the recommendation, whereby a majority vote of Council is required to approve your application. Such request must be made with the City Clerk within fifteen (30) days of the Metropolitan Area Planning Commission recommendation. The City Clerk will in turn see that it is brought before Council for consideration.

### **How should I prepare for the public hearing?**

Any presentation should be brief and concise. You should describe any impacts on existing uses (both negative and positive) that would be created by the requested zoning and proposed use. If you decide to use visual aids, notify the Planning Division 24 hours prior to the meeting so that projectors, easels, etc. can be provided. Make sure your graphics can be seen from the audience.

You should describe any efforts (and results of previous meetings, if any) that have been made to discuss the request with nearby property owners.

### **If City Council approves my zoning request, what do I do next?**

Prior to issuance of a building permit, the following processes must be completed: Platting (Refer to the Platting section of this guide for more detail) Site Plan (Refer to the Building Permits section of this guide for more detail)

### **May I move a mobile home or manufactured home into a Single Family Zoned district?**

Manufactured and/or mobile-homes are required to be set within a licensed mobile/manufactured home park, established in an appropriate zoning district, or within a Planned Development. State inspected modular home that meet the requirements of the International Building Code may be placed in single-family zoning districts by a Conditional Use application, as a residentially designed unit, see the Zoning Code for specifics on the size and design criteria for these units.

### **What are zoning variances?**

Variances to zoning requirements may be considered if the applicant proves that a hardship (other than financial) exists. Variance appeals may be considered in any administrative decision, please see applicable codes that pertain to your development.



## Appendix & Applications





## APPLICATION FOR RESIDENTIAL BUILDING & ZONING PERMIT APPLICATION

Planning & Zoning, P.O. Box 1845, Jonesboro, AR 72403 – (870) 932-0406, fax (870) 933-4668  
www.jonesboro.org

<b>(OFFICE USE ONLY) PERMIT NO. ISSUED:</b>		<b>DATE:</b>
<b>Property Information</b>		Parcel No. (if known) _____
Address:	City:	
Zoning Classification:		
Please describe proposed use:		
<b>Applicant's Name:</b>		
Address:		
City:	State:	ZIP Code:
Phone:	Email Address:	
Arkansas Contractor License #:	Privilege #:	
<b>Owner's Name:</b> (If Same, Input Same)		
Address:		
City:	State:	ZIP Code:
Phone:	Email Address:	
Two (2) Copies of Site Plan: Yes / No <i>(Please circle)</i>	Two (2) Complete Set of Construction Documents: Yes / No <i>(Please circle)</i>	
Type of Construction:	Code Review Included: Yes / No <i>(Please circle)</i>	
Seismic Zone #3 Signed Certification: Yes / No <i>(Please circle)</i>		
Engineering Firm:		
Engineer's Certification and Signature: Yes / No <i>(Please circle)</i>		Phone:
Address:	City:	State:
Architectural Firm/Plans Drawn By:		
Architect's Certification and Signature: Yes / No <i>(Please circle)</i>		Phone:
Address:	City:	State:
CONTRACTED PRICE OF PROJECT: \$		
<b>FOR OFFICE USE ONLY</b>		
Flood Plain: Yes / No <i>(Please circle)</i>		Flood Zone District:
Elevation Certificate Required: Yes / No <i>(Please circle)</i>		
FEMA CLOMA/LOMA Required: Yes / No <i>(Please circle)</i>	GF Issuance:	Certificate #:

**APPLICATION FOR RESIDENTIAL BUILDING & ZONING PERMIT APPLICATION PAGE 2**

<b>TYPE OF IMPROVEMENT:</b>	<b>PROPOSED USE:</b>
New Building:	Multi-Family: <span style="float:right">No of Units:</span>
Addition:	Institution:
Alteration:	
Demolition:	Temporary Structure:
Moving:	Home Occupation:
Foundation Only:	Storage Shed:
Pool:	Fence:
Accessory Apartment:	Pool House:
Other:	

**COMMENTS (OFFICE USE ONLY)**

Planners Remarks:
Engineering Remarks:
Building Department Remarks:

Review Status:			
Zoning:	Engineering:	Building:	C.O. Issuance Date:

**APPLICANT'S CERTIFICATION**

I certify that the answers to the above questions and any statements made on same are true and complete to the best of my knowledge.		
Print Name :	Designation:	Phone/Fax:
Email:		
Signature:	Date:	

**OWNER/BUILDER AFFIDAVIT**  
**CITY OF \_\_\_\_\_, ARKANSAS**

Ark. Code Ann. §17-25-501 et seq. requires a residential license for certain residential buildings.

A property owner who acts as a residential building contractor for the purpose of constructing his own residence is not required to have a residential building license to make application for a building permit of a single family residence that is intended to be the property owners residence, unless the property owner constructs more than one residence per calendar year.

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Now, on this \_\_\_ day of \_\_\_\_\_, 200\_, I, \_\_\_\_\_  
(Please prints your name)  
declare that I am applying for a building permit for the above described property; that I will be responsible for performing the work and meeting the requirements of all codes, ordinances, and laws; that I am the owner of the above described property; that I am an occupant of the property; and that the intent of the use of the property is by the owner as a single family residence. Therefore, I am not required to have a residential building license.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date



**APPLICATION FOR COMMERCIAL BUILDING & ZONING PERMIT  
- INCLUDES MULTI-FAMILY 3+ UNITS**

Planning & Zoning, P.O. Box 1845, Jonesboro, AR 72403 – (870) 932-0406, fax (870) 933-4668  
www.jonesboro.org

<b>(OFFICE USE ONLY) PERMIT NO. ISSUED:</b>		<b>DATE:</b>
<b>Property Information</b>		Parcel No. (if known) _____
Address:	City	
Zoning Classification:		
Please describe proposed use:		
<b>Applicant's Name:</b>		
Address:		
City:	State:	ZIP Code:
Phone:	Email Address:	
Arkansas Contractor License #:	Privilege #:	
<b>Owner's Name:</b> (If Same, Input Same)		
Address:		
City:	State:	ZIP Code:
Phone:	Email Address:	
Three (3) Copies of Site Plan: Yes / No <i>(Please circle)</i>		
Three (3) Complete Set of Construction Documents: Yes / No <i>(Please circle)</i>		
Type of Construction:	Code Review Included: Yes / No <i>(Please circle)</i>	
Seismic Zone #3 Signed Certification: Yes / No <i>(Please circle)</i>		
Engineering Firm:		
Engineer's Certification and Signature: Yes / No <i>(Please circle)</i>		Phone:
Address:	City:	State:
Architectural Firm:		
Architect's Certification and Signature: Yes / No <i>(Please circle)</i>		Phone:
Address:	City:	State:
CONTRACTED PRICE OF PROJECT: \$		
<b>FOR OFFICE USE ONLY</b>		
Flood Plain: Yes / No <i>(Please circle)</i>		Flood Zone District:
Elevation Certificate Required: Yes / No <i>(Please circle)</i>		
FEMA CLOMA/LOMA Required: Yes / No <i>(Please circle)</i>	GF Issuance:	Certificate #:

**APPLICATION FOR COMMERCIAL BUILDING & ZONING PERMIT APPLICATION PAGE 2**

<b>TYPE OF IMPROVEMENT:</b>	<b>PROPOSED USE:</b>
New Building:	Multi-Family:
Addition:	Institution:
Interior Alteration:	Assembly:
Demolition:	Industrial:
Moving:	Business:
Foundation Only:	Storage:
Change of Use:	Mercantile:
Sign:	Hazardous:
Site & Drainage/Grading Permit:	

Other:

**COMMENTS (OFFICE USE ONLY)**

Planners Remarks:

Fire Inspections Remarks:

Sanitation Department Remarks:

Engineering Remarks:

Building Department Remarks:

Review Status:

Zoning Dept.:	Engineering Dept.:	Fire Marshall:	Building Dept.:
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**APPLICANT'S CERTIFICATION**

I certify that the answers to the above questions and any statements made on same are true and complete to the best of my knowledge.

Print Name :	Designation:	Phone/Fax:
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Email:

Signature:	Date:
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**CITY OF JONESBORO  
BOARD OF ZONING ADJUSTMENT  
APPLICATION REQUESTING VARIANCE**

Case Number \_\_\_\_\_ BZA Deadline \_\_\_\_\_  
Date Submitted \_\_\_\_\_ BZA Meeting Date \_\_\_\_\_

**OWNER/APPLICANT INFORMATION**

Property Owner _____	Applicant _____
Address _____	Address _____
Phone _____	Phone _____
Signature _____	Signature _____

**DESCRIPTION OF REQUESTED VARIANCE**

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**CIRCUMSTANCES NECESSITATING VARIANCE REQUEST**

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**GENERAL SUBMITTAL INFORMATION**

- Submit a narrative letter explaining your request along with seven (7) copies of an accurate site plan drawn at a scale that clearly illustrates the requested use, the subject property, and surrounding properties, streets and easements, etc.
- Provide confirmation receipts to our office that adjoining owners of all properties have been notified.
- Pay \$100.00 fee.





**CITY OF JONESBORO  
CONDITIONAL USE APPLICATION**

Case Number \_\_\_\_\_ MAPC Deadline \_\_\_\_\_  
Date Submitted \_\_\_\_\_ MAPC Meeting Date \_\_\_\_\_

**OWNER/APPLICANT INFORMATION**

Property Owner \_\_\_\_\_ Applicant \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

**PARCEL INFORMATION**

Address/Location \_\_\_\_\_  
Current Zoning \_\_\_\_\_ Existing Land Use \_\_\_\_\_  
Adjacent Zoning North \_\_\_\_\_ East \_\_\_\_\_ South \_\_\_\_\_ West \_\_\_\_\_

**REQUESTED CONDITIONAL USE**

Describe the proposed use, explain why it is appropriate for this location, and describe any precautions to be taken to minimize adverse impacts on neighboring properties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL SUBMITTAL INFORMATION**

- Submit a narrative letter explaining your request along with ten (10) copies of an accurate site plan drawn at a scale that clearly illustrates the requested use, the subject property, and surrounding properties, streets and easements, etc.
- Provide confirmation receipts to our office that adjoining owners of all properties within 200' of subject property have been notified.
- Pay \$100.00 fee.



Appendix A

Conditional Use Permit Checklist

Conditional use permit applications shall provide the following information and format:

- \_\_\_ 1. Name of the development or subdivision;
- \_\_\_ 2. Address and lot number of the property;
- \_\_\_ 3. Location map drawn to a minimum scale of one inch (1") equals one thousand feet (1,000') and including city limits and streets with one-half (•) mile radius of the site;
- \_\_\_ 4. Name, address and telephone numbers of all owners and the applicant;
- \_\_\_ 5. North arrow;
- \_\_\_ 6. Site Plan drawn to a minimum scale of one inch (1") equals fifty feet (50') and a graphic scale included; (All site plans and other drawings must be submitted in an electronic graphic(.pdf or .jpg ) file to the Planning Office; If no site plan is required, the electronic version is not required). Site plan must include the following information:
  - \_\_\_ a. Name of person preparing the plan
  - \_\_\_ b. Title, name of owner & name of builder
  - \_\_\_ c. North Arrow
  - \_\_\_ d. Property lines, property dimensions, street name(s), site site;
  - \_\_\_ e. Density in terms of dwelling units per acre or intensity in terms of impervious surface ratio and gross floor area of the Conditional Use.
  - \_\_\_ f. Existing and proposed buildings & other structures, yards, rights-of-way, flood plains and wooded areas on the property.
  - \_\_\_ g. Distance from structures to property lines.
- \_\_\_ 7. City, county and state;
- \_\_\_ 8. Date;

- \_\_\_ 9. Existing zoning classification;
- \_\_\_ 10. Acreage and square footage of the site;
- \_\_\_ 11. List of adjoining property owners within 200 ft. of the subject property line boundaries; Must be notified by certified mail 10 days prior to hearing date. Said list must be prepared from the County Assessor's current tax list. (Receipt of mailings must be copied to the Planning Office)
- \_\_\_ 12. Length of site boundaries measured to the nearest 1/10 foot;
- \_\_\_ 13. Letter of Intent (Explanation of the request and why it should be approved);
- \_\_\_ 14. Parking plan indicating handicap, general parking and/or unloading provisions, and required and proposed parking calculations; if applicable
- \_\_\_ 15. Screening and buffering; if applicable
- \_\_\_ 16. Landscaping & Lighting plan indicating location, size and type of existing and/or proposed materials; if applicable
- \_\_\_ 17. Restrictive covenants or other restrictions in a recordable form; if applicable
- \_\_\_ 18. Please note that projects of a commercial nature and new building construction may be subject to full site plan and permitting review requirements upon approval of the Conditional Use Application process.



**CITY OF JONESBORO  
MAPC ADJOINING PROPERTY OWNER NOTIFICATION**

The Metropolitan Area Planning Commission will hold a public hearing at the Huntington Building, 900 West Monroe Ave., Jonesboro, Arkansas, on:

**TUESDAY, \_\_\_\_\_, 200\_ AT 5:30 P.M.**

On the agenda for this meeting is a request to the Commission to approve a **conditional use on property within 200' of your property**. You have the opportunity to attend this meeting to voice your approval or disapproval if you wish. If you have information that you feel should be taken into consideration before a decision is rendered, you are encouraged to submit such information to the Commission. If the Commission renders a decision that you feel is unfair or unjust, you have the right to appeal the decision to City Council.

REQUEST

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION OF REQUESTED USE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF REQUESTED USE: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Property Owner within 200'

\_\_\_\_\_  
Address

If you would like to obtain additional information, or voice an opinion regarding this request, you may do so by contacting the Planning Department, at 107 Flint Street, or by calling 870-932-0406, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.



**Planning & Inspections Department  
 107 Flint St.  
 Jonesboro, AR 72401  
 Ph# (870) 932-0406 / Fax#(870) 933-4668**

**"Helping to Build A Better Community"**

## ON-PREMISE SIGN PERMIT APPLICATION

Sign Site Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Is the sign off site? \_\_\_\_\_ Is the sign joint identification? \_\_\_\_\_

**Property owner signature** \_\_\_\_\_

**GENERAL INFORMATION**

Name of Business: \_\_\_\_\_ Bus. Phone #: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business owner address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property owner address: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor Privilege #: \_\_\_\_\_

Please circle: NEW / ALTERATION / ADDITION

Is sign for a new building? \_\_\_\_\_

Is sign for a new business in an existing building? \_\_\_\_\_ Has the business registered with the City? \_\_\_\_\_

Alteration or addition to existing sign(s), specify, \_\_\_\_\_

Setback from right-of-way for freestanding or monument sign? \_\_\_\_\_ From nearest property line \_\_\_\_\_

Type of Display surface? \_\_\_\_\_

Type of support with material? \_\_\_\_\_

Please specify; illumination: Neon / Fluorescent / Direct / Indirect / None.

If the sign is electrical, list the UL #'s: \_\_\_\_\_

**Continued on reverse side**

**THE FOLLOWING INFORMATION MUST BE INCLUDED BEFORE A PERMIT CAN BE ISSUED:**

**\*Color elevation or picture of sign with dimensions (width, height) and type of mounting including the material in which sign will be mounted. Elevation shall convey the wording of the sign.**

Wall Only: Elevation of wall showing location of proposed sign, wall dimensions, and all other signs on wall.

Freestanding: Site plan indicating location of sign (see site plan requirements).

**Proposed sign(s):**

List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting, Area, or specify if other.

<u>Type Sign</u>	<u>Cost of Sign</u>	<u>*Illumination</u>	<u>Ht. from ground</u>	<u>Width x Length = Area</u>	<u>FEE</u>

**Existing sign(s) on this site: (include photograph)**

List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting, Area ID or specify if other.

<u>Sign Type</u>	<u>Permit #</u>	<u>Illumination</u>	<u>Length x Width = Area</u>	<u>Grade</u>	<u>Notes</u>

**Master Electrician shall obtain an electrical permit for power wiring before permit will be approved.**

This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction of work is suspended or abandoned for a period of six months at any time after work is commenced.

I certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

<b>Planning Division</b> <i>(For official use only)</i>	
Zoning: _____ Appeal #: _____ Date _____ Permit#: _____ Encroachment _____	
Nonconforming Section: _____	
In Conformance with Section: _____	
_____	_____
Planning Official	Date

Comments:

## APPLICATION FOR COMMERCIAL OFF-PREMISE SIGN APPLICATION

Planning & Zoning Dept., P.O. Box 1845, Jonesboro, AR 72403 – (870) 932-0406, fax (870) 933-4668  
www.jonesboro.org

<b>(OFFICE USE ONLY) PERMIT NO. ISSUED:</b>		<b>DATE:</b>	
<b>Property Information</b>		Parcel No. (if known) _____	
Address:	City	State:	Zip Code:
<b>Zoning Classification:</b> <i>circle</i>		<b>** Does this property abut residential property? Yes / No</b> <i>(Please circle)</i>	
Please describe signage scope of work:			
<b>Applicant's Name:</b>			
Address:			
City:	State:	ZIP Code:	
Phone:	Email Address:		
Arkansas Contractor License #:	Privilege #:		
<b>Owner's Name:</b> (If Same, Input Same)			
Address:			
City:	State:	ZIP Code:	
Phone:	Email Address:		
<p><b>** Off-Premise Signs are permitted in C-3, I-1, &amp; I-2 Zoning Districts except where the property on which the sign is to be located adjoins a residentially-zoned property; then it shall require a Conditional Use application before the Metropolitan Area Planning Commission.</b></p>			
Three (3) Copies of Site Plan: Yes / No <i>(Please circle)</i>		Three (3) Complete Set of Construction Details/Documents: Yes / No <i>(Please circle)</i>	
Existing adjacent Signs shown on plans: Yes / No <i>(Please circle)</i>		Code Review Included: Yes / No <i>(Please circle)</i>	
Are existing street right of ways denoted on plans: Yes / No <i>(Please circle)</i>			
Engineering Firm:			
Engineer's Certification Statement and Signature: Yes / No <i>(Please circle)</i>		Phone:	
Address:	City:	State:	
CONTRACTED SIGN PRICE OF PROJECT: \$			
<b>FOR OFFICE USE ONLY</b>			
Flood Plain: Yes / No <i>(Please circle)</i>		Flood Zone District:	
Elevation Certificate Required: Yes / No <i>(Please circle)</i>			
FEMA CLOMA/LOMA Required: Yes / No <i>(Please circle)</i>	GF Issuance:	Certificate #:	

**APPLICATION FOR COMMERCIAL OFF-PREMISE SIGN PERMIT APPLICATION PAGE 2**

<b>TYPE OF IMPROVEMENT:</b>	<b>TYPE OF FACE MOVEMENT/VIDEO CAPABILITY:</b>
New Off Premise Sign:	Type:
Replacement:	Transition Speed:
Alteration:	Illumination:
Re-facing Only:	
Demolition:	

**ARTICLE SECTION: 14.32.11: NO OFF-PREMISE OUTDOOR ADVERTISING SIGN SHALL BE ERECTED WITHOUT SECURING A PERMIT FROM THE CITY OF JONESBORO AND PAYMENT OF A ONE-TIME PERMIT FEE ESTABLISHED BY CITY COUNCIL. AN APPLICATION FOR AN OFF-PREMISE SIGN SHALL BE ACCOMPANIED BY A SITE SURVEY AND PLAN AT A MINIMUM SCALE OF 1 INCH = 50 FEET, PREPARED BY A REGISTERED SURVEYOR OR ENGINEER LICENSED IN ARKANSAS, SHOWING THE FOLLOWING INFORMATION:**

1. Completed information on this form; 2. Existing property boundaries and any structures and other physical features of the site; 3. Setback lines; 4. Elevation views of the proposed sign showing all faces, height and width dimensions, and dimension from ground level to the bottom of the sign faces; 5. Construction details of the proposed sign showing all structural components, electrical facilities, and lighting; and, 6. Certified statement from a professional structural engineer licensed in Arkansas that the sign meets all requirements of the International Building Code including wind load provisions. 7. Following issuance of a sign permit and completion of installation, the structural engineer shall verify, in writing, to the City Planner that the sign has been installed in accordance with the approved plan and permit.

**COMMENTS (OFFICE USE ONLY)**

City Planner's Remarks:

Fire Inspections Remarks:

City Engineer's Remarks:

Building Department Remarks:

Review Status:

Zoning Dept.:	Engineering Dept.:	Fire Marshall:	Building Dept.:
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**APPLICANT'S & OWNER'S CERTIFICATION**

I certify that the answers to the above questions and any statements made on same are true and complete to the best of my knowledge.

Applicant's Signature:

Applicant's Name Printed :	Designation:	Date:
----------------------------	--------------	-------

Owner's Signature:

Owner's Name Printed:	Date:
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# Application for a Zoning Ordinance Map Amendment

METROPOLITAN AREA  
PLANNING COMMISSION  
Jonesboro, Arkansas

Date Received: \_\_\_\_\_  
Case Number: \_\_\_\_\_

---

**LOCATION:**

Site Address: \_\_\_\_\_

Side of Street: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Attach a survey plat and legal description of the property proposed for rezoning. A Registered Land Surveyor must prepare this plat.

**SITE INFORMATION:**

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Size of site (square feet and acres): \_\_\_\_\_ Street frontage (feet): \_\_\_\_\_

Existing Use of the Site: \_\_\_\_\_

Character and adequacy of adjoining streets: \_\_\_\_\_

Does public water serve the site? \_\_\_\_\_

If not, how would water service be provided? \_\_\_\_\_

Does public sanitary sewer serve the site? \_\_\_\_\_

If not, how would sewer service be provided? \_\_\_\_\_

Use of adjoining properties:

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

Physical characteristics of the site: \_\_\_\_\_

Characteristics of the neighborhood: \_\_\_\_\_

\_\_\_\_\_

*Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is the 17<sup>th</sup> of each month. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*

**REZONING INFORMATION:**

The applicant is responsible for explaining and justifying the proposed rezoning. *Please prepare an attachment to this application answering each of the following questions in detail:*

- (1). How was the property zoned when the current owner purchased it?
- (2). What is the purpose of the proposed rezoning? Why is the rezoning necessary?
- (3). If rezoned, how would the property be developed and used?
- (4). What would be the density or intensity of development (e.g. number of residential units; square footage of commercial, institutional, or industrial buildings)?
- (5). Is the proposed rezoning consistent with the *Jonesboro Comprehensive Plan* and the *Future Land Use Plan*?
- (6). How would the proposed rezoning be the public interest and benefit the community?
- (7). How would the proposed rezoning be compatible with the zoning, uses, and character of the surrounding area?
- (8). Are there substantial reasons why the property cannot be used in accordance with existing zoning?
- (9). How would the proposed rezoning affect nearby property including impact on property value, traffic, drainage, visual appearance, odor, noise, light, vibration, hours of use or operation and any restriction to the normal and customary use of the affected property.
- (10). How long has the property remained vacant?
- (11). What impact would the proposed rezoning and resulting development have on utilities, streets, drainage, parks, open space, fire, police, and emergency medical services?
- (12). If the rezoning is approved, when would development or redevelopment begin?
- (13). How do neighbors feel about the proposed rezoning? Please attach minutes of the neighborhood meeting held to discuss the proposed rezoning or notes from individual discussions. *If the proposal has not been discussed with neighbors, please attach a statement explaining the reason. Failure to consult with neighbors may result in delay in hearing the application.*
- (14). If this application is for a Limited Use Overlay (LUO), the applicant must specify all uses desired to be permitted.

**OWNERSHIP INFORMATION:**

All parties to this application understand that the burden of proof in justifying and demonstrating the need for the proposed rezoning rests with the applicant named below.

**Owner of Record:**

I certify that I am the owner of the property that is the subject of this rezoning application and that I represent all owners, including spouses, of the property to be rezoned. I further certify that all information in this application is true and correct to the best of my knowledge.

**Applicant:**

If you are not the Owner of Record, please describe your relationship to the rezoning proposal:

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

City, State: \_\_\_\_\_ ZIP \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Deed:** *Please attach a copy of the deed for the subject property.*

*Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is the 17<sup>th</sup> of each month. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*



**CITY OF JONESBORO  
HOME OCCUPATION PERMIT**

Case Number \_\_\_\_\_ Current Zoning \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Current Use \_\_\_\_\_

**OWNER/APPLICANT INFORMATION**

Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Signature \_\_\_\_\_

**Is State or local licensing required? If so, please attach a copy of the license to this application.**

**REQUESTED HOME OCCUPATION USE**

Describe the proposed use, explain why it is appropriate for this location, and describe any precautions to be taken to minimize adverse impacts on neighboring properties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONDITIONS OF APPROVAL OF HOME OCCUPATION**

By signing below, you are confirming that:

- You were given a copy of Zoning Ordinance Section 14.28.03(b & c) – “Home Occupation Permitted”
- You have read and understand the requirements of Section 14.28.03 (b & c) as they relate to your home occupation business
- You agree to operate your home occupation business in a manner that will comply with all requirements of Section 14.28.03(b & c)
- You understand that failure to operate your business in a manner that complies with Section 14.28.03 (b & c) will result in the revocation of your business license
- **YOU MUST PROVIDE A COPY OF YOUR BUSINESS LICENSE UPON RECEIPT TO OUR OFFICE**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PLANNING DEPARTMENT APPROVAL**

\_\_\_\_\_  
Signature of Planner

\_\_\_\_\_  
Date



**CITY OF JONESBORO**  
**PRIVILEGE LICENSE APPLICATION**

DATE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

2<sup>ND</sup> TELEPHONE NO.: \_\_\_\_\_

FAX # \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

SALES TAX ID NO.: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

INVENTORY AMOUNT: \* \_\_\_\_\_

Retail stores only

.005 X first \$20,000    .004 X next \$10,000    .002 X Balance (add together)

\*If the business is opening after April 1, divide by 12 and multiply by number of months the business will be open in the current calendar year