



WASHINGTON COUNTY, ARKANSAS
Planning Office

Variance Request to the Zoning Board of Adjustment

Items required at the time of submittal:

Required for consideration by the Board:

- 1. This form completed
2. Fees (\$100)
3. Site Plan / Survey
4. Legal Description
5. Letter of Hardship
6. Letter from Property Owner

- 7. Payment of notification and Engineering fees
8. Attendance at the meeting

Submittals will not be accepted if items 1 through 6 are not provided at time of request. By submitting a request, the applicant consents to Planning Staff entering and photographing the property/site for use and consideration at the meeting.

1. This form completed:

Applicant Name Date of Application

Applicant phone number Applicant email

Applicant mailing address

Address of property requesting variance (if applicable)

County Parcel(s) # Regulation section requested to be varied

Reason variance of regulate is requested

Name of Property Owner or Agent Requesting Variance (please print):

An Agent signing should not be permitted absent a written authorization from the Property Owner.

Signature of Property Owner or Agent Date

Disclaimer: The granting of a lot size variance (from the 1-acre minimum) by the Washington County Board of Zoning Adjustment for property within a city Planning Area, does not guarantee approval of a subdivision by municipal authorities.

OFFICE USE ONLY BELOW THIS LINE! DO NOT WRITE BELOW THIS LINE!

Zoning Board of Adjustment Action

Date Approved: Date Denied: Tabled/Not Reviewed:

Planning Director's Signature:

Reason and conditions for Acceptance or Denial of Variance Request:

**2. Fees.** A \$100 fee is due at the time of submittal (check or exact cash only).

**3. Site Plan.** The site plan, drawn to scale, of the property must be provided to Planning Staff at the time of submittal. The site plan should show: property boundaries, building locations, building outlines, driveways, abutting streets, north arrow, applicant’s information and any other information that is significant to the request. A stamped survey may be required if the variance is in proximity to a property line and adjoining uses may be impacted.

**4. Legal Description.** The legal description of the property must be provided to Planning Staff at the time of submittal. The legal description can be found on a survey or a deed.


**5. Letter of Hardship.** A letter to the Board must be written explaining why the applicant is seeking a variance, and the hardship that would be experienced by the applicant should the variance not be granted. *The hardship should not be created by the applicant, it should be due to unique circumstances existing on the property.*

**6. Letter from Property Owner.** If the applicant is not the property owner, a letter from the property owner will be required stating that the applicant is authorized to act on the owner’s behalf in regard to the request.

**7. Notification Fee.** Planning staff is required to notify surrounding property owners within 300 feet of the property about the request and the meeting. The applicant is required to reimburse Washington County for the cost of mailing notifications and engineering review fees.

**8. Attendance Required.** Attendance at the meeting is required. If the applicant cannot attend the meeting, they may appoint someone to represent them. The applicant must notify Planning Staff in advance of the meeting if they are sending a proxy.

**Note:** Certain properties may be subject to private covenants or deed restrictions. Washington County cannot regulate or enforce covenants or deed restrictions. It is the responsibility of each individual property owner to be aware of and comply with any applicable covenants or deed restrictions. The applicable POA/HOA or other private parties may have the authority to take legal action as a result of a violation of these private covenants or deed restriction.

2024				
 <b>Washington County Planning Board and Zoning Board of Adjustment</b> <b>Meeting Schedule, Submittal Schedule, and Tech. Review Dates</b>				
Submittal Date	Tech. Review	Resubmittal	Planning Board/ ZBA Meeting Date	Quorum Court Meeting Date
2:00 P.M. deadline	Tuesday, 10:00 A.M. (unless otherwise posted)	Address tech review comments 2:00 P.M. deadline	Thursday, 5:00 P.M. (unless otherwise posted)	<u>CUPs only</u> Must be ratified by the Q.C. Thursday, 6:00 P.M. (unless otherwise posted)
December 8, 2023	December 19, 2024	December 27, 2024	January 11, 2024	February 15, 2024
January 12, 2024	January 23, 2024	January 30, 2024	February 22, 2024	March 21, 2024
February 23, 2024	March 5, 2024	March 12, 2024	March 28, 2024	April 18, 2024
March 29, 2024	April 9, 2024	April 16, 2024	May 2, 2024	June 20, 2024
May 3, 2024	May 14, 2024	May 21, 2024	June 6, 2024	July 18, 2024
June 7, 2024	June 18, 2024	June 25, 2024	July 11, 2024	August 15, 2024
July 12, 2024	July 23, 2024	July 30, 2024	August 22, 2024	September 19, 2024
August 23, 2024	September 3, 2024	September 10, 2024	September 26, 2024	October 17, 2024
September 27, 2024	October 8, 2024	October 15, 2024	October 31, 2024	November 21, 2024
November 1, 2024	November 12, 2024	November 19, 2024	December 5, 2024	January 16, 2025
December 6, 2024	December 17, 2024	December 26, 2024	January 9, 2025	February 20, 2025

# Authorization of Representation

This document is to be submitted to the Washington County Planning Department and Rural Development via [planning@washingtoncountyar.gov](mailto:planning@washingtoncountyar.gov)

## **TO THE PLANNING OFFICE OF WASHINGTON COUNTY, AR**

I, \_\_\_\_\_ hereby authorize  
(Printed name of property owner/applicant)

\_\_\_\_\_ to represent me and/or my  
(Authorized Representative)

organization and to make decisions on my behalf pertaining to the following project(s):

\_\_\_\_\_  
(Project Name/Number)

\_\_\_\_\_  
(Project Name/Number)

\_\_\_\_\_  
(Project Name/Number)

\_\_\_\_\_  
(Project Name/Number)

which is/are to be presented to the Washington County Planning Board/ZBA at their meeting to be held on \_\_\_\_\_.  
(Meeting date)

\_\_\_\_\_  
(Printed name of property owner/applicant)

\_\_\_\_\_  
(Signature of property owner/applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name of property owner/applicant)

\_\_\_\_\_  
(Signature of property owner/applicant)

\_\_\_\_\_  
(Date)