



**Planning & Development**  
210 SW 3<sup>rd</sup> Street, Bryant, AR 72022  
501-943-0943 | comdev@cityofbryant.com

## Variance Application

Applicants are advised to read the Board of Adjustment and Variances section of Bryant Zoning Code prior to completing and signing this form. The Zoning Code is available at [www.BryantAR.gov](http://www.BryantAR.gov) under the Planning and Community Development tab.

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

### Project Location:

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

Parcel Number(s): \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

### Applicant or Designee:

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

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Property Owner (If different from Applicant):

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

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Additional Information:

Legal Description (Attach description if necessary)

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Description of Variance Request (Attach any necessary drawings or images)

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Proposed Use of Property: \_\_\_\_\_

# Application Checklist

## Requirements for Submission

- Completed Variance Application (Not required if submitting through online portal.)
- Letter stating request of Variance and reasoning for request
- Submit Variance Application Fee (\$40 for Lot and Block Description, \$125 for Metes and Bounds descriptions)
- Submit Copy of completed Public Notice [Attachment 1]
- Submit one (1) Copy of the Site Plan showing:
  - Specific area(s) on site requesting Variance
  - Location, Size of buildings and use of land or improvements
  - Location and arrangement of driveways and parking. Ingress/Egress
  - Existing topography and proposed grading
  - Proposed and existing landscaping
  - Scale, North Arrow, Vicinity Map
- Public Notice Requirements: **NOTE: Failure to provide notice in the following manners shall require delay of the public hearing until notice has been properly made.**
  - Publication: Public Notice shall be published at least one (1) time **fifteen (15) days prior to the public hearing** at which the conditional use request will be heard. A copy of the public notice is provided with the application. [Attachment 1] Once published, the proof of publication must be provided to the Planning and Development office.
  - Posting of Property: The city shall provide a sign to post on the property involved for the **fifteen (15) consecutive days leading up to the public hearing**. One (1) sign is required for every two hundred (200) feet of street frontage.

**Once the application is submitted, the material is reviewed to make sure all the required information is provided. The applicant will be notified if additional information is required. The application will then go before the Development and Review Committee (DRC) for a recommendation to the Board of Zoning Adjustment. A public hearing will be held at this meeting for comments on the variance request. After the public hearing, the Board of Zoning Adjustment will make a decision on the variance request.**

## **READ CAREFULLY BEFORE SIGNING**

I \_\_\_\_\_, do hereby certify that all information contained within this application is true and correct. I further certify that the owner of the property authorizes this proposed application. I understand that I must comply with all Building and Electrical Codes and that it is my responsibility to obtain all necessary permits.

**[Attachment 1]**

*SAMPLE NEWSPAPER NOTICE - This notice is to be run in the legal notices section of the Saline Courier no less than fifteen (15) days prior to the public hearing.*

**NOTICE OF PUBLIC HEARING**

A public hearing will be held by the City of Bryant, AR Board of Zoning Adjustment on Monday, \_\_\_\_\_ at 6:00 P.M. at the Bryant City Office Complex, 210 SW 3rd Street, for the purpose of public comment on the application for \_\_\_\_\_ (your name) on a variance request for \_\_\_\_\_ (variance requested) at \_\_\_\_\_ (address).

A legal description of this property can be obtained by contacting the Bryant Planning and Development Department at 501-943-0488.