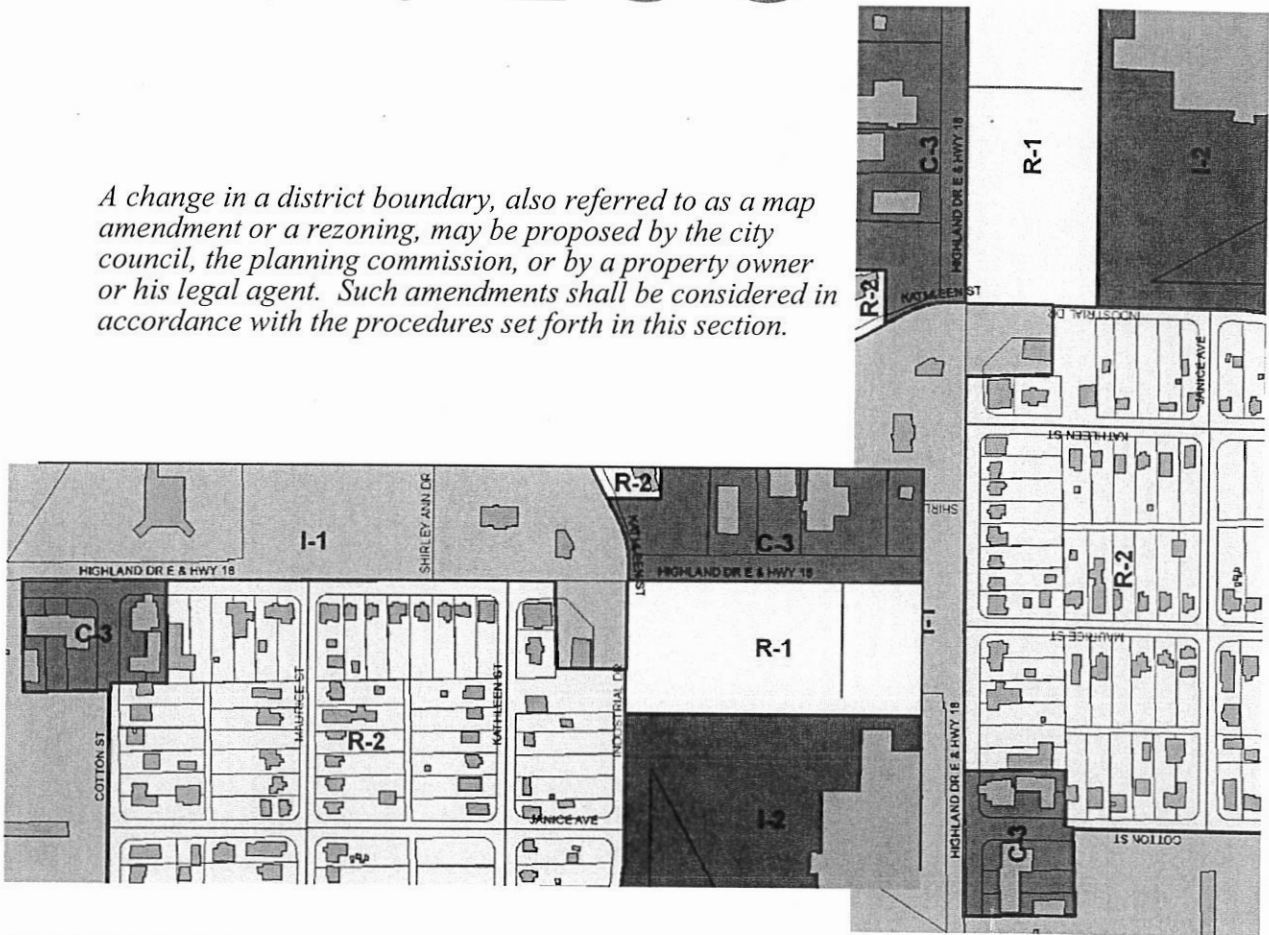


City of  
**Jonesboro**  
ARKANSAS



# REZONING PROCESS

*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.*



## **Amendments & Rezoning**

**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 the non-refundable processing fee (see attached fee schedule). 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 if 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 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.





# Application for a Zoning Ordinance Map Amendment

METROPOLITAN AREA  
PLANNING COMMISSION  
Jonesboro, Arkansas

Meeting Date: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Meeting Deadline: \_\_\_\_\_ 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 on the public meeting schedule. 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: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

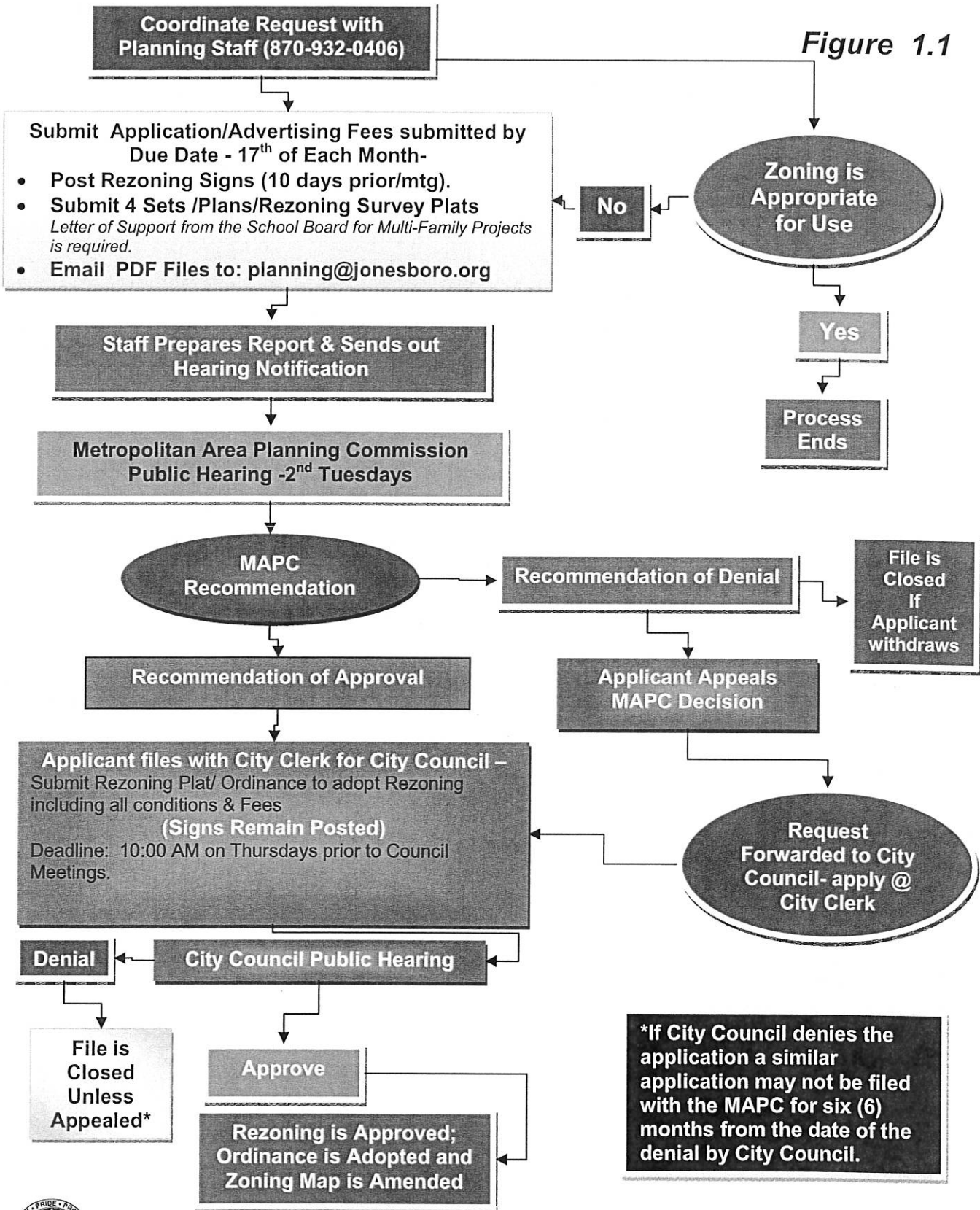
Signature: \_\_\_\_\_

**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 on the public meeting schedule. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*

# Rezoning Process

Figure 1.1



# Planning

## Single Family Residential Approvals - Planning Review

New Single Family Dwelling (per structure) .....	\$50
New Multiple Family Dwellings (per plan submittal) .....	\$100
Additions to Residential Dwellings (increase in footprint) .....	\$25
Detached Buildings & Other Accessory or Temporary Structure .....	\$25
Alterations or Repairs of Residential Dwelling .....	\$25
Swimming pools (above or below ground) .....	\$25
Walls, fences, decks, antenna towers & satellite dishes .....	\$50
Multi-family Additions .....	\$50
Multi-family Accessory Structures .....	\$50
Multi-family Dwellings 5 units and above .....	\$500

## Commercial Building Permits - Planning Review

0 sq ft to 10,000 sq ft Commercial Building Area .....	\$500
10,001 sq ft or more Commercial Building Area .....	\$1,000
Interior alterations/repairs of commercial or industrial structures .....	\$250
Awnings and Canopies .....	\$250
Accessory buildings, walls, fences, decks .....	\$250
Cellular towers/antenna & satellite (new) .....	\$100
Cellular towers/antenna & satellite (existing) .....	\$100
Parking Lots .....	\$100
Landfill and Extractions (land use only) .....	\$1,000
Gravel Mining .....	\$1,000
Change of Use Certificate .....	\$100
Commercial Storage Tanks .....	\$250
Temporary Tents, Trailers & Structures .....	\$250

## Rezoning Fees

Base Fee + .....	\$500
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## Special District Applications

Village Residential Overlay .....	\$500
JMA-O Jonesboro Municipal Airport Overlay District .....	\$500
Planned Development District .....	\$500
Fee per stage (Preliminary, Final, Modifications) .....	\$500

## Board of Zoning Appeals Fees

Residential Appeal - Compatible Non-Conforming Use (BZA) .....	\$200
Commercial Appeal - Compatible Non-Conforming Use (BZA) .....	\$400
Conditional Use (MAPC) .....	\$400

## Subdivision Fees

Minor Plats & Replats (Administrative Approvals)	
Base Fee .....	\$400

## Reviews requiring MAPC Approval

Subdivisions 0 to 20 acres	
Base Fee .....	\$500

Per Lot Fee .....	\$4
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Subdivisions Over 20 to 40 acres .....	\$1,000
Subdivisions Over 40 acres .....	\$1,500

## On/Off Premise Sign Permits

Bill Board Base Fee .....	\$1,000
Construction Base Fee .....	\$100
Ground Sign New Base Fee .....	\$100
Wall & Awning Signs Base Fee .....	\$100
Pole Sign Base Fee .....	\$100
Marquee Sign Base Fee .....	\$100
Monument Sign Base Fee .....	\$100
Promotional Event Signs Base Fee .....	\$100
Banners .....	\$50

## Mapping Services

Zoning Research Letter .....	\$500
Zoning Letter (simple) .....	\$50

## Additional Fees Not being Charged

Multi-Family Dwelling Review (3rd submittal) .....	\$1,000
Commercial/Industrial Review (3rd submittal) .....	\$1,000

# INSPECTIONS & PLANNING

## FEES

THE CITY OF  
**JONESBORO**



## INSPECTIONS

300 S. Church St.  
Jonesboro, AR 72401  
870-933-4602

## PLANNING

300 S. Church St.  
Jonesboro, AR 72401  
870-932-0406

www.jonesboro.org

Planning: RES-17 091  
Inspections: RES-17 092

# Inspections

Swimming Pool Elec Bond .....	\$50	RElectrical Reconnect .....	\$50	Commercial Sewer Connection & Street Cut .....	\$100
Street Cut Permit .....	\$40	Plumbing Chargeout .....	\$40	Commercial Plumbing .....	07 sq ft
Storm Shelter .....	\$50	Multi-family Building Permit .....	Project Cost	Commercial HVACR .....	07 sq ft
Residential Water Meter Permit .....	\$40	Multi Family Plumbing .....	06 sq ft	Commercial Gas Test .....	\$50
Residential Swimming Pool .....	Project Cost	Multi Family HVAC .....	06 sq ft	Commercial Electric - Site Trailer .....	\$100
Residential Storage .....	Project Cost	Multi Family Electric .....	06 sq ft	Commercial Electric Reconnect .....	\$55
Residential Sprinkler Permit .....	\$60	Mobile Vending Permit .....	\$40	Commercial Electric Alteration .....	\$55
Residential Single Family .....	Project Cost	HVAC C/O VentAHood .....	\$40 C/a \$55 C/O & Duct	Commercial Electric .....	07 sq ft
Residential Sewer Stubout Permit .....	\$40	Grading Permit .....	Engineering Fee	Commercial Building Permit .....	Project Cost
Residential Sewer Permit .....	\$40	Fire Sprinkler Permit .....	\$50 - Fire Dept.	Commercial Alterations .....	Project Cost
Residential Sewer Connection & Street Cut .....	\$80	Fire Alarm .....	\$50 - Fire Dept.	Commercial Additions .....	Project Cost
Reinspection Fee .....	R - \$40 C - \$100	Fence Permit .....	Planning Fee	Commercial Additions .....	Project Cost
Residential Plumbing .....	05 sq ft	Existing Structure CO .....	\$50	Canopy Permit .....	\$50
Residential HVAC .....	05 sq ft	Driveway Permit .....	Engineering Fee	Backflow Permit .....	C - \$50 R - \$40
Residential Gas Test .....	\$40	Demolition Permit .....	R - \$100 C - \$250	Temp Pole .....	\$55
Residential Electrical .....	05 sq ft	Communication Tower .....	Project Cost	Low Voltage .....	R - \$50 C - \$100
Residential Electric Alteration .....	\$50	Commercial Water Meter Permit .....	\$50	Temp Co .....	R - \$50 C - \$500
Residential Building - Duplex .....	Project Cost	Commercial Temp Power .....	\$55	Foundation & Footing .....	040,000 sq ft \$50 10,001 +- sq ft \$1,000
Residential Alterations .....	\$100 min.	Commercial Storage .....	Project Cost	Tent Permit .....	\$50
Residential Additions .....	Project Cost	Commercial Sprinkler Permit .....	\$85	Moving Permit .....	\$50
Re-Roofing Permit .....	R - \$100 C - Project Cost	Commercial Signs .....	Project Cost	HVAC Duct Only .....	\$40
		Commercial Sewer/Stubout .....	\$50		

# ENGINEERING & STREET DEPARTMENTS

## Engineering Fees

## Street Fees

### FEES

Driveway Permit (per driveway).....	\$50	Street Plate - 1st plate delivered (up to 60 days) .....	\$45
<i>(includes one form inspection &amp; one final inspection)</i>		<i>(includes one form inspection &amp; one final inspection)</i>	
Driveway Re-Inspection Fee .....	\$30	Each additional street plate delivered (up to 60 days).....	\$15
Lane/Traffic Closure Permit:		Street Repair .....	\$200
One Traffic Lane Closure Permit .....	\$25	Base Asphalt .....	\$30
Street Closure (Collector) .....	\$100	Barricades (contractors - street cuts and repairs) .....	\$75/ea
Street Closure (Arterial) .....	\$200	Barricades (block parties, etc.) .....	\$10/ea
Floodplain Development Permit .....	\$100 per acre (\$25 min.)	Cones .....	\$5/ea
Drainage Alteration/Modification Permit .....	\$25	Replacement of Regulatory Sign & Post - accidents, etc. ....	\$150
<i>(plus \$0.10 per linear ft. of drainage system modification/alteration)</i>		Replacement of Street Identifier Sign & Post - accidents, etc. ....	\$150
Grading Permit .....	\$100 per acre (\$50 minimum)	New Regulatory Sign & Post for Subdivisions .....	\$150
Stormwater Management Plan Permit:		New Street Identifier Sign & Post for Subdivisions .....	\$250
for subdivision .....	\$1,000 minimum	Replacement for Damaged Sign Post - accidents, etc. ....	\$50
<i>additional lots over 10</i> .....	\$100 per lot		
for commercial site .....	\$350 minimum		
<i>additional acres over 3.5 acres</i> .....	\$100 per acre		
Stormwater Appeal Fee .....	\$200		
Encroachment Permit .....	\$50		
Residential Site Permit .....	\$25		



www.jonesboro.org

Engineering Dept: RES-17 089  
Street Dept: RES-17 088





## Rezoning Checklist

-Application

-Neighbor notifications sent via certified mail (copy of receipt required)

-Rezoning plat

-Rezoning signs every 150' of street front property, include photos of sign placement (\$200 deposit per sign)



## Legislation Text

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**File #:** ORD-20:021, **Version:** 1

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**AN ORDINANCE TO AMEND SECTION 117.35 REGARDING THE REFUND OF REZONING SIGN DEPOSITS**

WHEREAS, Section 117.35 of the Code of the City of Jonesboro, Arkansas, as revised by Ordinance 09:087, indicates that the fee for a rezoning sign is \$200 per sign, and that a refund is granted if returned no later than 60 days after final Council action; and,

WHEREAS, there is a need to expedite the return of such signs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO THAT:

Section 117.35 be amended to provide that a rezoning sign must be returned to the City Planning Department Office no later than seven days after final Council action in order to receive the refund.

PASSED AND APPROVED THIS 21ST DAY OF JULY 2020.