



# CAPITOL ZONING DISTRICT COMMISSION

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## APPLICATION FORM

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

PROPERTY \_\_\_\_\_  
OWNER \_\_\_\_\_

PERSON FILING \_\_\_\_\_  
APPLICATION \_\_\_\_\_  
*if other than owner*

APPLICANT PHONE \_\_\_\_\_  
AND EMAIL \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_  
AND DATE \_\_\_\_\_

*Signature certifies that applicant is authorized to represent this property, and that all information presented in this application, as well as in any supporting materials, is true and correct to the best of the signatory's knowledge.*

DESCRIPTION OF \_\_\_\_\_  
PROPOSED WORK \_\_\_\_\_  
AND / OR USE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Attach as many pages or supporting materials as necessary. The Commission and its staff cannot make a determination on your application without a complete description of the property's proposed appearance, materials, and/or function. An application is not complete until all applicable supporting materials have been submitted to staff. Electronic submittals (email, scanned documents, PDFs, digital images, etc) are welcome.*

# Capitol Zoning District Commission

## Important Information



- **Any exterior work** in the Capitol Zoning District which involves a change in materials or appearance, or in which an existing material is removed and/or a new material installed, **requires a Capitol Zoning permit**. Work requiring a permit includes, but is not limited to, re-roofing; repair of siding and porches; additions; window replacement; tree removal; demolition; new construction; and installation of fences, walls, and signs. (Ordinary maintenance – such as repainting, caulking, pruning, mowing, etc – does not require a permit. Nor does interior work, such as plumbing or flooring, require a Capitol Zoning permit.)
  - CZDC staff may issue permits for work which substantially meets all the applicable review criteria. Structures and site features (including walls, steps, outbuildings etc) which are 40 years or older are usually treated as historic properties and will be evaluated according to the Rehabilitation Standards. Other exterior work will be evaluated according to the Standards for New Construction. Staff is not authorized to approve any exceptions or waivers to the Standards. Any waivers must be approved by the Commission. Applications for additions or new construction visible from the public right-of-way (including alleys) must also be approved by the Commission. Additionally, most applications for demolition can only be approved by the Commission.
- Any change in **the way a property is used** in the Capitol Zoning District also **requires a Capitol Zoning permit**. This applies to all new businesses (including home-based businesses), nonprofit organizations, and residences. A property that has not been used for six months or longer is considered abandoned, and placing it back in service will require a new permit.
  - Staff may issue permits for uses allowed by right, when the proposed use meets all the applicable General Standards, including those for parking and signs. Staff is not authorized to approve any exceptions or waivers to the Standards. Conditional uses, waivers, and variances can only be approved by the Commission.
- All applications must include a Capitol Zoning application form (*attached*)\* with a narrative description of the proposed work or use.
  - Applications for **exterior modifications** should include a complete list of materials to be used and drawings of the proposed changes.
  - Applications for **additions or new construction** should include a complete list of materials, a complete set of elevation drawings, and a site plan including required parking and landscaping.
  - Applications for **uses** should include a parking plan with any required landscaping.
  - Applications for **demolition, economic hardship or variances** should include cost estimates, feasibility studies, and any other materials to demonstrate why the proposed work is the only reasonable alternative.
- **Applications that cannot be approved by staff will be scheduled for a public hearing** at a regular meeting of the Commission – typically the third Thursday of each month. (See the CZDC Calendar for application submittal deadlines.)

\* Staff may also accept an application for a corresponding City of Little Rock permit in lieu of a Capitol Zoning application form.

## CZDC Important Information (cont.)

- For the Commission to consider an application, the applicant must send notice to the owners of record of all properties located within 200 ft. This can be accomplished by filling out the attached notice form and sending it by USPS Certified Mail. Some applicants will need to obtain a list of addresses from an abstract company.\* **THE CERTIFIED MAIL MUST BE SENT OUT TEN (10) DAYS PRIOR TO THE COMMISSION MEETING.** The Certified Mail receipts, along with the signed affidavit (*below*), must be submitted to staff six (6) days prior to the Commission meeting. Failing to comply with these notice requirements will result in deferral of your application to the Commission's next regular meeting.

\* For work on existing single-family and two-family structures, or on properties with such structures, the applicant may elect to obtain addresses from the Pulaski County Assessor's office and to collect signatures of neighboring property owners on the attached form to certify notice was served. (This process must still be completed 10 days prior to the Commission meeting, and the form must still be submitted to staff 6 days prior to the meeting.)

- Applications requiring Commission approval will first be reviewed by a neighborhood advisory committee. Applications for new construction or exterior modifications will also be reviewed by the Design Review Committee. Though these **committees' recommendations are strictly advisory**, the Commission strongly weighs their advice and suggestions. Attendance is encouraged, but not required at committee meetings. (See the CZDC Calendar for committee meeting dates.)
- Though attendance is not required for the advisory committee meetings, **attendance is mandatory for the Commission meeting.** Applicants who cannot attend the public hearing should send a representative to answer any questions the Commission may have regarding the application. The Commission will not usually consider an application without a representative present, and will typically defer such applications until their next regularly scheduled meeting.

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### AFFIDAVIT

I, THE UNDERSIGNED, DO HEREBY SWEAR OR AFFIRM THAT NOTICE HAS BEEN GIVEN IN THE MANNER PRESCRIBED BY THE CAPITOL ZONING DISTRICT COMMISSION OF THE TIME, DATE, PLACE, AND PURPOSE OF THE PUBLIC HEARING FOR MY APPLICATION.

\_\_\_\_\_  
Signature / Date

*This signed affidavit should be submitted to CZDC staff six days prior to the public hearing.*



## CAPITOL ZONING DISTRICT COMMISSION

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### NOTICE OF PUBLIC HEARING

To all property owners within 200 feet of \_\_\_\_\_:

**NOTICE IS HEREBY GIVEN** that an application to

\_\_\_\_\_

at the above referenced property or properties has been filed by

\_\_\_\_\_.

If you would like to discuss this proposal in an **informal setting** with the applicant and other neighborhood property owners, residents, business owners, and advocates, you are encouraged to attend a meeting of the \_\_\_\_\_ Area Advisory Committee at 410 South Battery Street in Little Rock at \_\_\_\_\_ P.M. on \_\_\_\_\_ day, \_\_\_\_\_, 20\_\_\_\_. (This advisory committee makes recommendations to the Capitol Zoning District Commission.)

**The Capitol Zoning District Commission will hold a public hearing** on the application at \_\_\_\_\_ P.M. on \_\_\_\_\_ day, \_\_\_\_\_, 20\_\_\_\_ at 410 South Battery Street in Little Rock.

The Commission will make the final decision on whether to approve to the application. Any interested citizens may speak at the public hearing and express their views on the application to the Commission. The Commission will also consider any written comments received prior to close of business on the day of the public hearing.

**For more information, please contact the Capitol Zoning staff at 501-324-9644.**

