



Planning & Engineering
31 Shelby Road
Sherwood, AR 72120
Phone: (501) 835-4753
planning@sherwoodar.gov

Request for Planning Commission Action

Submittal Date:

Address of Property/Parcel ID:

Applicant Name:

Phone Number & Email:

Mailing Address:

Property Owner(s) Name:

- ☐ I am the property owner and have provided proof of ownership (warranty deed) with this application.
- ☐ I am not the property owner and have provided a notarized affidavit authorizing me to act on behalf of the property owner(s).

Action Requested:

- ☐ Rezoning Request, Current Zoning: _____ Requested Zoning: _____
- ☐ Plat Review, Circle One: Preliminary, Final, Replat
- ☐ Conditional Use Permit
- ☐ Site Plan ☐ Other: _____

I have received a copy of the application and understand that all items on the attached requirement checklist must be submitted to the Planning Department on or before the deadlines listed on the Planning and Development Calendar.

My item will be heard on:

I understand that if the information required is not submitted with the initial application, it is considered incomplete and will not be placed on the Planning Commission agenda.

☐ _____

Printed Name

Signature



2026 Planning & Development Calendar

2026 Planning Commission Dates & Deadlines						
Application, Item & Fee Deadline 4:30PM	Plan Review Meeting	Staff Report Available to Applicant	Revision Deadline 4:30PM	Digital Packets Posted	Planning Commission Meeting 6PM	City Council Meeting 6PM
December 1st (2025)	December 11th	December 18th	December 30th	January 6th	January 13th	January 26th
January 2nd	January 8th	January 15th	January 27th	February 3rd	February 10th	February 23rd
February 2nd	February 5th	February 12th	February 24th	March 3rd	March 10th	March 23rd
March 2nd	March 5th	March 19th	March 31st	April 7th	April 14th	April 27th
April 1st	April 9th	April 16th	April 28th	May 5th	May 12th	TBD
May 1st	May 7th	May 14th	May 26th	June 2nd	June 9th	June 22nd
June 1st	June 4th	June 18th	June 30th	July 7th	July 14th	July 27th
July 1st	July 9th	July 16th	July 28th	August 4th	August 11th	August 24th
August 3rd	August 6th	August 13th	August 25th	September 1st	September 8th	September 28th
September 1st	September 3rd	September 17th	September 29th	October 6th	October 13th	October 26th
October 1st	October 8th	October 15th	October 27th	November 3rd	November 10th	November 23rd
November 2nd	November 5th	November 12th	November 24th	December 1st	December 8th	December 28th
December 1st	December 3rd	December 17th	December 29th	January 5th, 2027	January 12th, 2027	January 25th, 2027

- **PLANNING DEPARTMENT POLICY:** Late and/or incomplete applications will automatically be deferred to the following month's agenda (*refer to applications checklists*)
- All applicants are encouraged to attend Planning Commission meetings. Failure to attend may result in the item being postponed to the following month's meeting pending questions brought up by Commissioners.
- Sherwood Planning Commission Meetings take place the second Tuesday of each month. Said meeting are held at 6:00 PM in the Sherwood Council Chambers located at 2201 E. Kiehl Avenue.



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Variance Request

A variance is a deviation from the Sherwood Zoning Code. There are instances when a variance is allowed due to a hardship or uniqueness of a lot or building. The Board of Zoning Adjustment meets on an as-needed basis on the second Tuesday of each month at 6:00 PM in the Sherwood Municipal Building located at 2201 East Kiehl Avenue in the City Council Chambers.

Application Requirements

- ☐ Completed Request for Planning Commission Action form including proof of ownership or authorization letter.
- ☐ Payment of \$125.00 variance fee and \$10.00 fee for each sign required
- ☐ A letter requesting a variance submitted to the Planning Department containing the following:
 - Name, address, and phone number of applicants
 - Name of business (if applicable)
 - Street address or Parcel ID
 - Description of the variance being requested and the hardship that compliance will cause because of the current ordinance
- ☐ A site plan showing the following (professional survey not required):
 - All existing improvements (i.e. buildings) and proposed improvements
 - Dimensions of property lines
 - Easements
 - Any adjoining right of way
- ☐ Sign placed on the property spaced at 100 feet of road frontage at least 7 days before the scheduled meeting.
- ☐ Notification letters sent to all adjoining property owners, including properties across the street. Letters must inform the property owner of the date, time, and location of the scheduled meeting. Letters must be sent using USPS Certified Mail with certified mail receipts provided to the Board Secretary at least 5 days before the meeting.

Notice of Public Hearing on Application for a Zoning Amendment

NOTICE IS HEREBY GIVEN THAT an application by

for a zoning amendment has been filed with the Sherwood Planning Commission. The request is made to change the zoning classification of the property located at

from " _____ " zoning to " _____ " zoning.

A PUBLIC HEARING on said application will be held by the Sherwood Planning Commission at 6 p.m. on _____, 20____ at the Sherwood Municipal Complex located at 2201 East Kiehl Avenue, Sherwood, AR 72120 in the City Council Chambers..

ALL PARTIES INTERESTED MAY BE HEARD at the same time and place or may notify the Planning Commission by letter of their views on this matter five days prior to the hearing.

THE PLANS FOR THE PROPOSED REZONING are on file for public inspection at the Permits and Planning Department located at 31 Shelby Road, Sherwood, AR 72120.

Dated this _____ day of _____, 20____.