



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.

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____.

2026 Public Notification Dates & Deadlines

Meeting Date	15 Day Deadline	Proof Deadline
January 13th	December 29th	January 1st
February 10th	January 26th	January 30th
March 10th	February 23rd	February 27th
April 14th	March 30th	April 3rd
May 12th	April 27th	May 1st
June 9th	May 25th	May 29th
July 14th	June 29th	July 3rd
August 11th	July 27th	July 31st
September 8th	August 24th	August 28th
October 13th	September 28th	October 2nd
November 10th	October 26th	October 30th
December 8th	November 23rd	November 27th
January 12th, 2027	December 28th	December 31st

Signs, letters, and advertisement requirements must be completed 15 days prior to the scheduled public hearing. Proof of posting, mailing, and advertisement must be provided 10 days prior to the hearing.

***Letters and advertisements should be mailed/run closer to the deadline. Please try to avoid mailing letters or running advertisements for your scheduled public hearing before the previous month's scheduled meeting as this creates confusion for those being notified. For example, if your item is on the June 9th agenda, public notification requirements could be mailed/run after the May 12th meeting.

Failure to meet public notification requirements by the stated deadline will result in the item being tabled automatically. Public notification deadlines are not flexible.

For a complete overview of public notification requirements, please see the appropriate application packet for your item.



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

Conditional Use Permit Application

A Conditional Use Permit (CUP) per Section 14.02.10. of the Sherwood Zoning Code requires a public hearing before the Sherwood Planning Commission. The Sherwood Planning Commission meets 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.

If the Planning Commission recommends the CUP to the Sherwood City Council, an ordinance will be drafted for City Council which meets on the fourth Monday of each month. The Sherwood City Council has final approval of all zoning amendment requests.

CUP Requirements

- ☐ Full application, including Action Request Form and payment of fees, submitted according to deadline chart. A full digital copy of the application and 2 physical copies should be submitted. For any requested revisions, 1 physical copy should be provided along with the digital revision.
- ☐ Payment of \$325.00 CUP fee and \$10.00 per sign fee
- ☐ Address and accurate legal description of the property
- ☐ A written description of the proposed use of the property including the intended improvements to be made to the property
- ☐ A scaled site plan showing existing conditions and intended improvements including:
 - Boundaries
 - Building locations and outlines
 - Driveways, parking areas, and parking screening
 - Abutting streets
 - North arrow
 - Other pertinent information as may be requested by the Enforcement Officer who shall have the authority to require plans prepared and stamped by a licensed design professional

Public Notification Requirements: Signage

- ☐ Signs placed on subject property spaced every 250 feet of street frontage with at least one sign per frontage at least fifteen (15) days prior to the public hearing.
- ☐ \$10.00 per sign fee paid when signs are picked up at the Permits & Planning Office located at 31 Shelby Road.
- ☐ Proof of sign posting provided to the Enforcement Officer at least ten (10) days prior to the scheduled public hearing.
- ☐ Signs posted and maintained for the duration of the Planning Commission and City Council process. Failure to maintain signs for three (3) days of the required fifteen (15) shall result in postponement until full compliance with public notification requirements.

Public Notification Requirements: Letters

- ☐ Notification letters, using the provided letter template, sent to all property owners within 300 feet of the subject property including all school board members and school superintendent of the school district and Little Rock Air Force Base. The City of Sherwood will provide a mailing list upon submission of a zoning amendment application.
- ☐ Letters sent at least fifteen (15) days prior to the scheduled hearing using USPS Certified Mail.
- ☐ Certified Mail receipts and copy of letter provided to Enforcement Officer at least ten (10) days prior to the public hearing.



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

Public Notification Requirements: Advertisement

- ☐ Publication of a legal notice in a publication of general circulation within the City of Sherwood at least fifteen (15) days prior to the scheduled public hearing.
- ☐ Notice must include the following:
 - Requested used sought in the application and current zoning
 - Location: general address and general description of the property location. If no address is assigned, a general description of location in relation to a nearby address shall suffice
 - Time, date, and location of the public hearing
- ☐ Time, date, and location of public hearing
- ☐ Affidavit of publication provided to Enforcement Officer at least ten (10) days prior to the scheduled hearing reflecting date of legal notice publication.