

**City of Eureka Springs    Planning Commission**  
**APPLICATION FOR CERTIFICATE OF APPROVAL**  
**FOR PLAN TO MOVE BUILDING OR STRUCTURE**

Name of Applicant \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Name of Property Owner if different than Applicant \_\_\_\_\_  
Property Owner Address \_\_\_\_\_  
Current Address of Building \_\_\_\_\_ Zone \_\_\_\_\_  
New Address of Building \_\_\_\_\_ Zone \_\_\_\_\_  
Current Use of Building \_\_\_\_\_  
New Use of Building \_\_\_\_\_  
Reason for moving building \_\_\_\_\_

**At the time of application**, the following exhibits must be provided to the Planning Commission:

- \_\_\_\_\_ 1. Completed application along with **non-refundable \$100.00 fee**
- \_\_\_\_\_ 2. Name, address, telephone number of the record title holder of the property; legal description of property, provided by a copy of the warranty deed.
- \_\_\_\_\_ 3. Names, addresses, telephone numbers of all intended grantees, if property is subject to contract sale or title is to be otherwise conveyed.
- \_\_\_\_\_ 4. Layman's description of the property with zoning classification.
- \_\_\_\_\_ 5. A scaled, surveyed site plan of the **new location** showing site of moved building, lot lines, existing buildings and off-street parking spaces, legal description of the property's metes and bounds, north arrow.
- \_\_\_\_\_ 6. A scaled plan showing existing land uses within 200 feet of the new building location.
- \_\_\_\_\_ 7. A list of names and current addresses of all owners within 200 feet of the new building location.
- \_\_\_\_\_ 8. Photographs of building to be moved and new location site.

**Exhibits to be provided before the public hearing:**

- \_\_\_\_\_ 1. Proof of publication of the public notice.
- \_\_\_\_\_ 2. One copy of notification letter sent to surrounding property owners of new location.
- \_\_\_\_\_ 3. Return receipt cards as proof of notification of surrounding property owners of new location at least 10 days prior to public hearing.
- \_\_\_\_\_ 4. Public notice signs posted on current location (if inside city limits) and new location at least 15 days prior to public hearing.

*I certify that I have read and understand Sections 14.08.09 Section B 6 of the Eureka Springs Municipal Code (attached) which applies to the application for which I am seeking approval. I further certify that all of the information furnished is correct to the best of my knowledge.*

\_\_\_\_\_  
Signature of owner if other than applicant                      Applicant signature                      Date

**Planning Commission Approval of Plan to Move Building or Structure Report**

Public Hearing Date \_\_\_\_\_

The Planning Commission of the City of Eureka Springs met in \_\_\_\_\_ regular \_\_\_\_\_ special session on \_\_\_\_\_ to review the above application for a Conditional Use Permit.

The application was \_\_\_\_\_ approved \_\_\_\_\_ denied with \_\_\_\_\_ ayes, \_\_\_\_\_ nays and \_\_\_\_\_ abstentions.

Comments and conditions: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_  
Planning Commission Secretary                      Planning Commission Chairman                      Date

**CHAPTER 14.08.09 ZONING DISTRICTS**

**6. Approval for moving buildings**

a. No building or structure shall be moved within the city without the prior written approval of the Planning Commission. Approval shall be indicated on a form entitled "Certificate of Approval for Plan to Move Building or Structure," and shall be signed by the chairman and attested by the secretary of the Planning Commission. In approving the moving of a building, the Planning commission shall consider:

- (1) The effect on relative property values;
- (2) The environments of the present and proposed sites;
- (3) Aesthetic matters;
- (4) Public safety and convenience.

b. The Planning Commission has the authority to treat a request for approval for the moving of a building as a conditional use application. In such a case, the applicant for approval to move a building must comply with the provisions of 14.08.08 with respect to the contents of the application, public hearing, and matters of decision and appeal.

# **SAMPLE PUBLIC NOTICE**

## **Application to Move Building or Structure**

*Place as a Legal Notice in Carroll County News to run at least 10 days prior to meeting. Return Affidavit/Proof of Publication to Planning Commission staff before the Public Hearing. The applicant must pay for this notice, not the City of Eureka Springs.*

### **Public Notice**

An application has been filed by \_\_\_\_\_ to move a building at \_\_\_\_\_ (current street address/property location) to \_\_\_\_\_ (new street address), Eureka Springs, Arkansas.

A Public Hearing will be held at 6 p.m. \_\_\_\_\_ (day and date) \_\_\_\_\_ in the Western District Carroll County Courthouse, 44 South Main Street, Eureka Springs, Arkansas, by the Eureka Springs Board of Zoning Adjustment. Comments on the application will be heard or read aloud.

# **SAMPLE LETTER OF NOTIFICATION**

## **Application to Move Building or Structure**

*Send Certified Registered Return Receipt to adjoining property owners within 200 feet at least 15 days prior to the Public Hearing. Turn in both parts of receipts to Commission staff.*

(Date) \_\_\_\_\_

TO: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City, State Zip Code) \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is to inform you that an application has been filed by \_\_\_\_\_ to move a building at \_\_\_\_\_ (current street address) to \_\_\_\_\_ (new street address), Eureka Springs, Arkansas.

If you wish to make comments in support or protest of this project, you may submit them in writing to: The Planning Commission, City Hall, 44 S. Main St., Eureka Springs, AR 72632 and/or attend the public hearing at 6 p.m. on \_\_\_\_\_ in the Western District Carroll County Courthouse, 44 S. Main St., Eureka Springs, AR.

Sincerely,

(Your name)