



WASHINGTON COUNTY, ARKANSAS
Planning Office

Variance Request to the Zoning Board of Adjustment

Items required at the time of submittal:

- 1. This form completed
2. Fees (\$200)
3. Site Plan / Survey
4. Legal Description
5. Letter of Hardship
6. Letter from Property Owner

Required for consideration by the Board:

- 7. Payment of any applicable Engineering fees
8. Attendance at the meeting

Submittals will not be accepted if items 1 through 6 are not provided at time of request. By submitting a request, the applicant consents to Planning Staff entering and photographing the property/site for use and consideration at the meeting. Submit materials to the Planning Office by 2:00pm on the submittal date in order to include variance to agenda to be reviewed by the Zoning Board of Adjustment. Please contact the Planning Department at 479-444-1724, planning@washingtoncountyar.gov.

1. This form completed:

Applicant Name Date of Application

Applicant phone number Applicant email

Applicant mailing address

Address of property requesting variance (if applicable)

County Parcel(s) # Regulation section requested to be varied

Reason variance of regulate is requested

Name of Property Owner or Agent Requesting Variance (please print):

An Agent signing should not be permitted absent a written authorization from the Property Owner.

Signature of Property Owner or Agent Date

OFFICE USE ONLY BELOW THIS LINE! DO NOT WRITE BELOW THIS LINE!

Zoning Board of Adjustment Action

Date Approved: Date Denied: Tabled/Not Reviewed:

Planning Director's Signature:

Reason and conditions for Acceptance or Denial of Variance Request:

2. Fees. A \$100 fee is due at the time of submittal (check or exact cash only).

3. Site Plan. The site plan, drawn to scale, of the property must be provided to Planning Staff at the time of submittal. The site plan should show: property boundaries, building locations, building outlines, driveways, abutting streets, north arrow, applicant’s information and any other information that is significant to the request. A stamped survey may be required if the variance is in proximity to a property line and adjoining uses may be impacted.

4. Legal Description. The legal description of the property must be provided to Planning Staff at the time of submittal. The legal description can be found on a survey or a deed.


5. Letter of Hardship. A letter to the Board must be written explaining why the applicant is seeking a variance, and the hardship that would be experienced by the applicant should the variance not be granted. *The hardship should not be created by the applicant, it should be due to unique circumstances existing on the property.*

6. Letter from Property Owner. If the applicant is not the property owner, a letter from the property owner will be required stating that the applicant is authorized to act on the owner’s behalf in regard to the request.

7. Notification Fee. Planning staff is required to notify surrounding property owners within 300 feet of the property about the request and the meeting. The applicant is required to reimburse Washington County for the cost of mailing notifications and engineering review fees.

8. Attendance Required. Attendance at the meeting is required. If the applicant cannot attend the meeting, they may appoint someone to represent them. The applicant must notify Planning Staff in advance of the meeting if they are sending a proxy.

Note: Certain properties may be subject to private covenants or deed restrictions. Washington County cannot regulate or enforce covenants or deed restrictions. It is the responsibility of each individual property owner to be aware of and comply with any applicable covenants or deed restrictions. The applicable POA/HOA or other private parties may have the authority to take legal action as a result of a violation of these private covenants or deed restriction.

2026					
 Washington County Planning Board and Zoning Board of Adjustment Meeting Schedule, Submittal Schedule, and Technical Review Dates					
Submittal Date	Tech. Review	Resubmittal	Neighbor Notifications	Planning Board & ZBA Meeting Date	Quorum Court Meeting Date
2:00 P.M. Deadline	10:00 A.M. Deadline (Unless otherwise posted)	Address tech. review comments - 2:00 P.M. deadline	2:00 P.M. Deadline	Thursdays, 5:00 P.M. (Unless otherwise posted)	Thursdays, 6:00 P.M. (Unless otherwise posted)
December 5, 2025	December 16, 2025	December 23, 2025	December 23, 2025	January 8, 2026	February 19, 2026
January 9, 2026	January 20, 2026	January 27, 2026	January 29, 2026	February 12, 2026	March 19, 2026
February 13, 2026	February 24, 2026	March 3, 2026	March 5, 2026	March 26, 2026	April 16, 2026
March 27, 2026	April 7, 2026	April 14, 2026	April 16, 2026	April 30, 2026	May 21, 2026
May 1, 2026	May 12, 2026	May 19, 2026	May 21, 2026	June 4, 2026	July 9, 2026
June 5, 2026	June 16, 2026	June 23, 2026	June 25, 2026	July 9, 2026	August 20, 2026
July 10, 2026	July 21, 2026	July 28, 2026	July 30, 2026	August 13, 2026	September 24, 2026
August 14, 2026	August 25, 2026	September 1, 2026	September 3, 2026	September 24, 2026	October 15, 2026
September 25, 2026	October 6, 2026	October 13, 2026	October 15, 2026	October 29, 2026	November 19, 2026
October 30, 2026	November 10, 2026	November 17, 2026	November 19, 2026	December 3, 2026	December 17, 2026
December 4, 2026	December 15, 2026	December 22, 2026	December 23, 2026	January 7, 2027	January 21, 2027
January 8, 2027	January 20, 2027	January 26, 2027	January 28, 2027	February 11, 2027	February 18, 2027
February 12, 2027	February 23, 2027	March 2, 2027	March 4, 2027	March 25, 2027	April 15, 2027

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