



City of Centerton
CONDITIONAL USE
Application & Checklist

Revised 03/25/16
Project # **CU** -

Staff Use Only	Submittal Date _____ Date Accepted as Complete _____ PC Meeting Date: _____
	\$100.00 Fee Paid _____ R# _____ on Date _____ H.O. Fee \$20.00 – Paid: _____
	Planning Approval: Yes _____ No _____ Date _____ Fire Inspection Required: Yes _____ No _____
Conditions of Approval: _____	

Fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Planning Commission agenda until this information is furnished and the application fee is paid. Submittal deadlines are according to the Planning Submittal Calendar.

Project/Business Name: _____ Address: _____
Location: _____ Acreage _____ Parcel No. _____
Lot _____ Blk _____ Subdivision _____ Current Zoning _____
Current Use _____

Proposed Use _____ Temporary Permanent
If temporary, state length of time or ending date _____

Is the proposed use allowed under the subdivision's protective covenants? Yes No

Applicant/Representative: _____ Phone: _____
 Address: _____ Cell: _____
 _____ Email: _____

Property Owner(s): _____ Phone: _____
 Address: _____ Cell: _____
 _____ Email: _____

ATTACH DEED OR DOCUMENTATION SHOWING CURRENT OWNER AND CORRECT LEGAL DESCRIPTION.

ATTACH SITE MAP OR PLAN DRAWN TO SCALE *the property lines, existing structure(s), proposed structure(s), and indoor and outdoor areas to be utilized, existing & proposed parking, ingress & egress locations.*

NARRATIVE DESCRIBE REQUESTED USE OF PROPERTY including pertinent information that is unique to the requested use.

- Examples below:
1. Proposed use and reason for the proposed use;
 2. Planned indoor and outdoor structural changes;
 3. Hours of operation, including days of the week;
 4. Proposed number of employees;
 5. Anticipated clients, deliveries, customers.
 6. State if public will or will not be coming to in-home office.
 7. Parking –Please state if not open to public, additional parking is not required.
 8. Photographs of the property;

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City may not approve my application or may set conditions on approval.

Printed Name _____ Signature _____ Date _____

PROPERTY OWNER / AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Printed Name _____ Signature _____ Date _____