



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 \_\_\_\_\_

See "Public Hearing Notice" requirements on next page.

**Public Hearing Notice:**

The Applicant will be responsible to post one or more signs, provided by the City, on the property subject to the Conditional Use request, on or by the Monday that falls 2 weeks prior to the Public Hearing date.

Applicant will also be responsible for the removal/disposal of the sign, within one day following the hearing date. The sign must be viewable to the public and may be displayed on a fence with zip ties, or in the ground in front of the property where the Conditional Use applies, in the easement area, with visibility of both sides of the sign.

The City will request publication of the Notice of Public Hearing, via the local paper, at the applicant's expense. The notice will be published 15 days prior to the public hearing date and an invoice sent to the applicant/owner for the cost. The Invoice must be paid no later than one day prior to the public hearing date.