



PLANNING DEPARTMENT
CONDITIONAL USE
Application & Checklist

Revised: 12/16/19
Project # CU ___ - ___

Staff Use Only
Submittal Date _____ Date Accepted as Complete _____ PC Meeting Date: _____
\$100.00 Fee Paid _____ R# _____ on Date _____
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 Conditional Use Permit details & requirements on next page.

CONDITIONAL USE PERMIT DETAILS

Based on standard Code Requirements, businesses operating on certain zoned property may require that a Conditional Use Permit be granted by Planning Commission before the City can issue a Business License. (You may refer to Centerton's "Schedule of Uses" via our website: <http://centertonar.us/planning-development/> under Code Requirements / Zoning.)

1. Please complete the Conditional Use Permit Application (If you are not the property owner, the owner signature, or a signed letter from owner granting permission for the use requested, is required)
2. Provide a narrative describing your proposed business (see "Narrative Examples" on the Application, numbered 1-8) and include any other listed attachments.
3. Return all documents to the Planning Department at City Hall (290 N. Main St) with the application fee of \$100.00. (There will be a \$3.00 transaction fee for Credit/Debit payments.)
4. At the discretion of the Planning Director, the Applicant may be required to provide a list of adjacent property owners within 300-ft of the property, and to mail a certified Public Hearing Notice letter to each owner explaining the proposed use requested and date of hearing. The letter would be prepared by the Planning Dept. for the applicant's use.

All Conditional Use Permit requests require a Public Hearing:

- 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.
- The Applicant is 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. Applicant must email planning a photo of the posted 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.
- The City will also post notices for the hearing in 6 business locations on Centerton Blvd.

If approved, you will receive a formal approval letter, at which point you may apply for your City Business license at City Hall.

- Business License can be picked up at City Hall with payment of the applicable fee Mon-Fri. 8:00-5:00 PM. Contact number is 479-795-2750 x28.

If you plan to display a Sign for your business you will need to submit a Sign Permit Application, which can be found via our website: <http://centertonar.us/planning-development/> under "Forms, Applications, & Checklists", to Anthony Martinez, via one of the following methods.

- Email to amartinez@centertonar.us
- Mail to City Hall / PO Box 208, Centerton (Attn: Anthony Martinez)
- Drop off to Anthony at the Centerton Street Dept. 11509 Hwy 72 West, Centerton
- For additional information regarding signage, requirements for signage, or code enforcement, please visit our Web Site www.centertonar.us or contact Anthony Martinez via email or phone 479-224-6028.

NOTE: This page is for reference only and does not need to be submitted with the application.

Feel free to contact me with any questions.

Planning Department
City of Centerton
290 N. Main St.
Centerton, AR 72719
479-795-2750