



Conditional Use Application

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, planningapplications@springdalear.gov, or in person at 201 Spring Street, Springdale, AR.

Applicant / Representative (person making request)	Property Owner (if other than Applicant)
Name: _____	Name: _____
E-mail: _____	E-mail: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Site/ Location: _____	Current Zoning: _____
Assessor's Parcel Number(s): _____ _____	Use Unit Requested: _____
	Total Acreage: _____

All submissions must meet the requirements as displayed in the City of Springdale Code of Ordinances.

Application Requirements

- A copy of the warranty deed indicating ownership of the property.
- The zoning classification of the intended location.
- A site plan in accordance with Chapter 130, Article 2, Section 13.
- A brief statement explaining the reason for the conditional use request, the intended use of the property, and the effect of property changes upon surrounding land uses.
- A layman's description of the property (physical address if possible).
- A list of all adjacent property owners certified by a licensed abstractor or surveyor in the past sixty (60) days.
- An accurate legal description if the conditional use applies only to a portion of the land.
- Once application has been accepted and date of public hearing is confirmed, a notification should be sent to all adjacent property owners.
- Provide the required affidavit and supporting exhibits (mailing receipts, list of property owners of record and copy of notice) to the Planning Office no later than seven (7) days prior to the meeting date.
- Submit an authorization of representation to staff if the record property owner will not be present at the Planning Commission meeting.

Fee:

- \$75.00

STAFF USE ONLY

Date Application Submitted: _____ Project Number: _____

Date Accepted as Complete: _____ Receipt Number: _____

Conditional Use Application Procedure & Checklist

Before completing an application for conditional use, applicants are encouraged to meet with a member of the planning staff to discuss the application. Often, the staff can help the applicant assess the request and provide the applicant with some useful information concerning the conditional use application.

Filing Deadline

An application must be filed with the Planning Office by the deadlines established and approved by the Planning Commission (please refer to Springdale Planning Commission Schedule of Meeting Dates and Submission Deadlines). The Planning Commission meets the first Tuesday of each month at 5:00 p.m. in the Council Chambers of the City Administration Building, 201 N. Spring Street, unless otherwise advertised.

Applicant's Responsibility

It is the responsibility of the applicant to ensure that all necessary procedures are followed in a satisfactory and timely manner and to verify the accuracy and completeness of all information. If significant omissions and/or errors are discovered during the review process, the application may be rejected or tabled until sufficient information is supplied.

Fee

A fee of \$75.00 (payable to the City of Springdale) and submitted to the City Clerk, is required to cover administrative costs.

Application Requirements

1. The name of the record title holder of the property provided by a copy of the recorded warranty deed and the intended grantees if the property is subject to contract sale or title is to be otherwise conveyed.
2. The zoning classification of site location indicated.
3. Attach a site plan in conformance with Chapter 130, Article 2, Section 13 for the proposed conditional use. A site plan shall apply to all conditional uses as specified in each of the zoning districts.
4. A brief statement explaining the reason for the conditional use request, the intended use of the property, and the effect of property changes upon surrounding land uses.
5. A layman's description of the property (physical address if possible).
6. If the conditional use is to only a portion of the land described on the warranty deed, then an accurate legal description provided by a copy of a recent survey certified by a registered land surveyor will be required.
7. The applicant shall be responsible for providing the name and address of all adjacent property owners. This must be a certified list by a licensed abstractor or licensed land surveyor within the past sixty (60) days.
8. The notice to all adjacent property owners must be sent by certified mail, return receipt requested at least ten (10) days prior to the Planning Commission meeting. Evidence in the form of a signed affidavit, that notice has been given to all adjacent property owners by certified mail, return receipt requested, will be submitted. Notification should be sent after the Planning Department has accepted the application and the date of the public hearing has been confirmed.
9. The required affidavit and supporting exhibits (mailing receipts, list of property owners of record and copy of notice) shall be filed with the Planning Office no later than seven (7) days prior to the meeting date.
10. The record property owner must submit written authorization indicating alternative representation to the Planning Commission if unable to attend public hearing.

Application Processing Procedure

Upon receipt of the application in the Planning Office, the Director of Planning will carry out the following activities:

1. Publish a notice in the newspaper at least one time, fifteen (15) days prior to the hearing. The notice sets forth the time and place of such hearing and proposed amendment.
2. Post one or more signs on the property subject to conditional use request, at least ten (10) days before the hearing to contain the words: NOTICE OF PUBLIC HEARING FOR A CONDITIONAL USE and indicating the date of the hearing.

Additional Information

The Planning Commission will then hold a public hearing on the proposed amendment on the specified date and time. The owner or designated representative must be present at the public hearing for the matter to be considered.

If recommendation for approval is granted by the Planning Commission, the matter will be referred to the City Council for approval. The City Council meets the second and fourth Tuesday of the month.

If the Planning Commission denies the conditional use request the applicant may appeal that decision to the City Council provided that the applicant states specifically in writing to the City Clerk why the applicant considers the Planning Commission's findings and decisions to be in error. Such appeal shall be filed with the City Clerk within fifteen (15) days from the date of the Planning Commission action along with an affidavit concerning notification to adjacent property owners of the appeal. The City Council may approve the proposed amendment only by majority vote of all the members.

If an applicant would like to withdraw a request the applicant may do so at the public hearing or in writing prior to the meeting. Withdrawal by an applicant will require the re-filing of the application complete with an additional filing fee and proper re-notifications before the matter will be placed on the agenda.

The applicant's conditional use request may be tabled one (1) time to a later meeting only by action of the Planning Commission and only after the Commission has heard comments from adjacent property owners and interested parties. Tabled a conditional use request one (1) time by the Planning Commission will not require an additional filing fee or re-notification. Should the conditional use request be tabled again, it will be treated as a withdrawal of the conditional use request, and will require the re-filing of the conditional use request complete with an additional filing fee and proper re-notifications before the matter will be placed on the agenda.

PLEASE NOTE:

Noncompliance with the above may cause your application to be withheld and not considered at the meeting and may require the payment of an additional filing fee and/or re-notification of property owners.

Conditional Use Application

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, planningapplications@springdalear.gov, or in person at 201 Spring Street, Springdale, AR.

Indicate person of contact for this request: Applicant Representative

Describe the conditional use sought and the reasons why it should be approved:

Describe the effects the proposed conditional use would have on the character of the neighborhood and residents:

Record Property Owner(s): _____

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

Name of Applicant: _____

Signature: _____ Date: _____

Name of Representative (if applicable): _____

Signature: _____ Date: _____

**Notice of Public Hearing before the
Springdale Planning Commission on an
Application for Conditional Use**

To All Owners of land lying adjacent to the property at:

Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application has been filed for conditional use of the above property requesting use as:

If approved, the conditional use will occur only upon the property described above.
It will not change anything pertaining to your property.

The purpose of this request is to:

A public hearing on said request will be held by the Springdale Planning Commission in the Council Chambers of the City Administration Building at 201 Spring Street, Springdale, AR 72764 on:

_____, 20____ at 5:00 p.m.

All parties interested in this matter may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter or email. All persons interested in this request are invited to call or visit the Planning Office, City Administration Building to review and discuss the application with the Planning Staff.

Affidavit of Mailing

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, planningapplications@springdalear.gov, or in person at 201 Spring Street, Springdale, AR.

I hereby certify that I, (printed name) _____ acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the application and that the notice information provided is to the best of my knowledge true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

Signature

Date

Authorization of Representation

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TO THE SPRINGDALE PLANNING COMMISSION

I, _____, hereby authorize _____ to represent
Printed name of Property Owner/Applicant Authorized Representative

me and/or my organization and to make decisions on my behalf pertaining to the following project(s):

Project Name/Number

Project Name/Number

Project Name/Number

Project Name/Number

which is/are to be presented to the Springdale Planning Commission at their meeting to be held on:

Meeting date

Printed name of property owner/applicant

Signature of property owner/applicant

Date

Printed name of property owner/applicant

Signature of property owner/applicant

Date