

CONDITIONAL USE PERMIT APPLICATION

City of Garfield
14655 S. Wimpy Jones Road
Garfield, AR 72732
479-359-3652



Application Instructions – Please fill this form out completely and submit all required information.

PROPERTY INFORMATION: PERMIT # _____ DATE FILED: _____ APPLICATION FEE: \$150 _____

Property Address: _____

Present Use: _____ Present Zoning Class: _____ Parking Spaces Available: _____

APPLICANT INFORMATION:

Applicant Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

OWNER INFORMATION:

Owner Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

ATTACH LEGAL DESCRIPTION & SKETCH OF PROPERTY: (metes and bounds or lot and block).

(Attach legal description as exhibit A if necessary.)

ATTACH COPY OF PROTECTIVE COVENANTS OR CERTIFICATION THAT NONE EXIST.

IF APPLYING TO OPEN A DAYCARE, COMPLETE THE FOLLOWING:

NUMBER OF CHILDREN: _____ MOST CHILDREN AT ONE TIME: _____

LIST OF ADJACENT PROPERTY OWNERS WITH ADDRESS OF THE PROPERTY:

Attach list of adjacent property owners. (See Check List)

DECISION OF THE BOARD:

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Signature of Owner, Contractor Date

PUBLIC HEARING DATE: _____

OFFICE USE ONLY (planning commission signature)

Approved:	Denied:	Appealed:

APPLICATION REQUIREMENTS AND INFORMATION

1. Attach a letter from the applicant to the City of Garfield Planning Commission describing the following:
 - The type of business to be operated (if applicable)
 - The type of unit wanting to be built (if applicable)
 - What, if any, additional traffic will be generated?
 - What, if any, additional parking will be required?
 - What, if any, additional signage is to be erected. If so, state the size
 - Any flammable or hazardous materials that will be present
 - The hours and days of operation of the business (if applicable)
 - Any additional noise or light that would result from this business (if applicable)
 - Any other pertinent information.
2. Attach a sketch map of the property showing the relationship to surrounding neighborhoods and streets. Include a north arrow. Structures, drives and fences of the proposed location along with any features that should be considered in the application.
3. Submit a one hundred fifty-dollar (\$150.00) filing fee made payable to the City of Garfield with the completed application.
4. Attach a signed and notarized copy of the Certification. (Attached)
5. The notice of public hearing must be published once, at least fifteen (15) days prior to the public hearing. The City Code Enforcement Official will publish the ad you provide. (See attached sample form for Notice of Public Hearing for Conditional Use Permit.)
6. You must notify anyone who owns or leases property, that is adjoining the property, including those across the street, of the request for the conditional use permit, and of the public hearing, by certified mail, with return receipt requested. (See attached sample form for Notice of Public Hearing for Conditional Use Permit.) Bring the receipt cards and any returned mail, along with a list of all recipients, to the City Hall, no later than ten (10) days prior to the meeting. A list of property owners must be prepared from the County Assessor's current tax list.
7. A representative is required to attend the public hearing to answer any questions from the planning commission.
8. If approved, you are required to purchase a business license from the City Recorder/Treasurer. (if applicable)
9. The permit will need to be renewed yearly on Jan. 1, or at such time as a complaint is received regarding the business. (if applicable)
10. If the application is submitted for an existing business, the completed application must be returned within 30 days. Failure to comply with this requirement will result in a referral to the City Attorney's office for appropriate action. (if applicable)
11. If there will be more than one conditional use on the property, you need to fill out an application for each conditional use

CERTIFICATION

I hereby certify that I have made a thorough search of all pertinent sources, to include my deed, abstract and the Benton County Clerk's office and have found no covenants or any evidence that covenants exist for the property identified in my application for a Conditional Use Permit. Or that if covenants do exist there is no covenant specified therein prohibiting the use I have requested.

Dated this the _____ day of _____, 20__

Signed

Name Printed

STATE OF ARKANSAS

COUNTY OF _____

Subscribed and sworn before me this the _____ day of _____, 20__.

Notary Signature

Notary Name Printed

Commission Expires

BEFORE THE PLANNING COMMISSION OF THE CITY OF GARFIELD, ARKANSAS

NOTICE OF PUBLIC HEARING FOR A CONDITIONAL USE PERMIT

Notice is hereby given pursuant to section 8 of the City of Garfield Ordinance 153 that (Insert Applicant Name) is applying to the Garfield Planning Commission for a Conditional Use Permit to allow property located at (Insert Address) to be used as a _____
_____ (ex. residence, private club, parking lot). The property is more particularly described as follows:

LEGAL DESCRIPTION: (Enter complete legal description here or attach as Exhibit "A")

LAYMAN'S DESCRIPTION: (Enter street address here.)

A public hearing by the Garfield Planning Commission will be held on _____, 20____
(Date will be assigned by Code Enforcement Official) at 7:00 p.m. in the City Council room of the Garfield City Hall building located at 14655 S Wimpy Jones Rd, Garfield, Arkansas.

Publish one time only on _____, 20____

Bill the City of Garfield.

Optional document for residential conditional use permit applications. Include this document along with your Notices of Public Hearing that are sent to adjacent property owners.

Date: _____ 20____

To the Planning Commission of the City of Garfield, Arkansas:

We/I (Neighbor's Name/s). Residing at (Address), do not have any objections to (Applicant Name) of (Applicant's Address), operating a (type of business) in his/ her/ their home. It is permissible for his/ her/ their customers to park in the street in front of our/my home if necessary.

Signed

Signed