

## **PLANNING COMMISSION INSTRUCTIONS FOR MAKING APPLICATION FOR CONDITIONAL USE PERMIT**

1. The applicant (owner or authorized agent) shall appear at the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; 371-4790, and complete the required application forms.
2. The applicants shall submit, as part of the application, a cover letter setting forth the request. The letter should include a statement as to the intent of the use and should include such information as is necessary to inform the Commission of the issue. Any known issue which will require a variance or waiver should be outlined in the letter.
3. The applicant shall submit as part of the application three (3) copies of a survey to scale, prepared by a professional surveyor, and eighteen (18) copies of a site plan to scale reflecting all physical improvements existing or proposed. Any plans/drawings larger than 8.5"x14" must be folded accordian style in quarter folds. The survey must be dated no more than five (5) years prior to the date of submittal of the application.
4. Prior to acceptance of the petition, the owner is required to sign a statement dealing with dedication of required street rights-of-way on abutting streets. The applicant will be provided a form for this purpose which shall be completed by the owner indicating his/her position. The owner will be required at his/her expense to provide the proper legal instrument for such dedication. A blank form for this purpose may be obtained from the Planning staff.
5. All applicants must submit a copy of the bill of assurance for the subdivision within which the subject property is located. Copies of bills of assurance are available at the Pulaski County Circuit Clerk's office located at 401 West Markham Street. If the property is not located in a subdivision with a bill of assurance, the applicant must submit a statement to that effect in conjunction with submission of the application.
6. A filing fee, as prescribed by ordinance, shall be paid at the City Collector's Office immediately after receipt and acceptance of the application.
7. After property filing the application and paying the fee, the applicant shall give notice as required below. The cost of these notices shall be borne by the applicant. (Note: This notice is not a petition for approval or disapproval.)

Before the Planning Commission shall consider a request for a conditional use permit on any property, the petitioner for such action shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all the record owners of property situated within 200 feet thereof as certified by a licensed abstractor. Said notice shall be sent by certified or registered mail to the last known address of such record owner(s), and the petitioner shall execute and file with the Planning staff an affidavit showing compliance herewith, attaching as exhibits to said affidavit official evidence that said notices have been so mailed.

8. The affidavit required and supporting exhibits (outgoing postmarked mailing receipts, certified abstract list of property owners on record and copy of notice) shall be filed with the Department of Planning and Development no later than six (6) calendar days prior to the meeting date.
9. The applicant shall post the sign furnished at the time of filing at the front of the property so that it can be seen from the street, at least thirty (30) calendar days before the meeting. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from this office.
10. The applicant or properly designated representative shall be present at the Public Hearing and Site Plan Committee Meeting in order to answer any questions the members or interested parties may have.

**PLEASE NOTE: NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING, AND MAY REQUIRE THE PAYMENT OR AN ADDITIONAL FILING FEE AND/OR RENOTIFICATION OF PROPERTY OWNERS.**

**\*\*\* The Planning staff and the Planning Commission strongly encourage the applicant to meet with the neighbors/neighborhood prior to the public hearing if the potential for opposition exists.**

### APPLICATION FOR CONDITIONAL USE PERMIT

Zoning Case File No. Z- \_\_\_\_\_

Planning Commission Meeting docketed for \_\_\_\_\_,  
at \_\_\_\_\_ p.m.

Application is hereby made to the Little Rock Planning Commission pursuant to the provisions of Act 186 of 1957, Acts of Arkansas, as amended, and Chapter 36 of Little Rock, Ark. Rev. Code (1988), as amended, requesting a Conditional Use Permit on the following property:

Address: \_\_\_\_\_

General Location: \_\_\_\_\_

Legal Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title to this property is vested in: \_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(Telephone)

**If an individual other than the title-holder files this application, attachment of a completed affidavit is required authorizing this person to act on behalf of the title-holder.**

Subject property is presently zoned: \_\_\_\_\_

A Conditional Use Permit is requested to allow use of the property for: \_\_\_\_\_

\_\_\_\_\_

There (are) (are not) private restrictions pertaining to the proposed use.

It is hereby agreed that the required filing fee will be paid immediately and the posting of the sign furnished will be accomplished as required.

Applicant (owner or authorized agent): \_\_\_\_\_

(Signature and printed name)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Planning Commission Approved: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

Board of Directors Approved: \_\_\_\_\_

Ordinance Number: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

**CONDITIONAL USE PERMIT  
STREET RIGHT-OF-WAY DEDICATION AGREEMENT**

LOCATION/ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

DOCKETED FOR MEETING ON: \_\_\_\_\_

I, \_\_\_\_\_, do hereby agree / disagree to dedicate to the public any needed right-of-way as required by the Master Street Plan for a public street abutting property owned by me adjacent to the property requested for a conditional use permit.

I, \_\_\_\_\_, agree / disagree to provide at my expense an easement deed and/or other documents as necessary conveying such right-of-way to the public.

APPLICANT/OWNER \_\_\_\_\_

DATE \_\_\_\_\_

**(If the above signature represents an applicant, attachment of a letter is required authorizing this person to act in behalf of the title-holder.)**

**SITE PLAN REVIEW CRITERIA  
ZONING, SUBDIVISION, CONDITIONAL  
USE PERMIT, VARIANCE OR PZD**

The following list is the minimum criteria for submittal of a site plan review issue whether for Planning Commission or Board of Adjustment approval. This information shall be included in all submittals on or before the docket closing date for the issue involved. It may be necessary for individual development applicants to contact either the City Engineer or various utility companies for purposes of determining this information.

- a. All permanent buildings and structures proposed or existing with dimensions on the buildings and setback from property lines as required by ordinance.
- b. All parking areas whether existing or proposed and the radius on all drive lanes, curbs or turns.
- c. All points of ingress and egress to the site from adjacent streets or properties and the dimensions of the drives.
- d. All drives and streets intersecting all boundary streets across from the site are to be indicated and properly dimensioned.
- e. Availability of public utilities indicating the line sizes and locations.
- f. All on-site fire hydrants both existing and proposed.
- g. All on-site water systems both existing and proposed.
- h. All property lines with dimensions.
- i. Existing right-of-way dimensions on abutting streets and all street names clearly delineated.
- j. Areas within the development site to be devoted to landscaping.
- k. Provide the required number of handicap parking spaces.

The above material being a minimum criteria for submittal will be viewed as necessary in order to review an application. Failure to disclose any of this material or provide same on the site plan may be cause for withdrawal or deferral of your request.

**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION  
ON AN APPLICATION FOR CONDITIONAL USE PERMIT**

To all owners of lands lying within 200 feet of the boundary of property at:

Address: \_\_\_\_\_

General Location: \_\_\_\_\_

Owned By: \_\_\_\_\_

Notice is hereby given that an application for a Conditional Use Permit on the above property has been filed with the Department of Planning and Development, 723 West Markham, City of Little Rock, Arkansas to allow use of the property as follows:

PRESENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

A public hearing on the application will be held in the Chamber of the Little Rock Board of Directors, 2nd Floor, City Hall on: \_\_\_\_\_, at \_\_\_\_\_ P.M.

Meetings between the developer, the staff and the neighborhood residents can be arranged prior to the public hearing if desired. The applicant/developer is \_\_\_\_\_ and can be contacted at the telephone number \_\_\_\_\_.

All interested parties may appear and be heard at said time and place, or may notify the reviewing body of their views by letter. Information about the application may be requested by contacting Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; (501) 371-4790.

\_\_\_\_\_  
\_\_\_\_\_

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**AFFIDAVIT**

I hereby certify that I have notified all the property owners of record within 200 feet of the above described property that a Conditional Use Permit application is being considered and the public hearing will be held at the time and place described.

Applicant (Owner or Authorized Agent): \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

AFFIDAVIT

I, \_\_\_\_\_ certify by my signature below that I hereby authorize \_\_\_\_\_ to act as my agent regarding the \_\_\_\_\_ of the below described property.

Property described

as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Title Holder

\_\_\_\_\_  
Date

Subscribed and sworn to me a Notary Public on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_