

# CITY OF TONTITOWN APPLICATION & CHECKLIST FOR A CONDITIONAL USE PERMIT

Available on-line at: <http://www.tontitown.com/pdfs/conditionalper.pdf>

<b>FOR STAFF USE ONLY</b>	Date Application Submitted: _____
PC Meeting Date: _____	Zoning: _____
<b>FEE: See</b> <a href="http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlex/landusage/chapter155fees?f=templates\$fn=default.htm\$3.0\$vid=amlegal:tontitown_ar\$anc=">http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlex/landusage/chapter155fees?f=templates\$fn=default.htm\$3.0\$vid=amlegal:tontitown_ar\$anc=</a>	

Please 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 the application is completed and required information provided.**

**PROJECT NAME:**

**CONTACT INFORMATION:** INDICATE WHERE CORRESPONDENCE SHOULD BE SENT.

Representative / Contact Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 \_\_\_\_\_

Property Owner / Contact Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

Site Address and Parcel Number: \_\_\_\_\_ Acreage: \_\_\_\_\_  
 Zoning Designation: \_\_\_\_\_

**PROJECT INFORMATION:**

1. Proposed Use: \_\_\_\_\_
2. Is this temporary or permanent in nature? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Will additional parking spaces be needed? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will there be major structural changes? Yes \_\_\_\_\_ No \_\_\_\_\_

**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 incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner/Authorized Agent:** I certify under penalty of perjury that I am the owner of the property that is the subject to 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.)

√ \_\_\_\_\_ Date: \_\_\_\_\_

City of Tontitown

**Checklist:**

- 1. Completed application form.
- 2. Payment of the application fee. See link below for current fees.  
[http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown\\_ar/titlexvlandusage/chapter155fees?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown\\_ar\\$anc=](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=)
- 3. A copy of the warranty deed.
- 4. A written statement containing the proposed use information including the following:
  - A. Proposed use
  - B. Hours of operation.
  - C. Areas to be utilized indoor and outdoor.
  - D. Site Plan including any structural changes which are planned: a site plan drawn to scale, which must show existing structures, proposed structures and the distance from the property lines.
  - E. Any additional parking requirements.
  - F. Any outdoor lighting changes which are planned.
  - G. Anticipated patrons, clients, and/or customers, etc.  
(average per day).
  - H. Number of employees.

**Please note: Depending on the nature and proposed use of the conditional use permit, additional information may include, but is not limited to: a site plan drawn to scale, which must show existing structures, proposed structures and the distance from the property lines. Photographs or an architect's drawing renderings and the location of any temporary structures may also need to be represented on the site plan as deemed necessary by the Planning Department staff and / or the Planning Commission.**

## Conditional Use Review & Approval Process

