



Conditional Use

Application & Checklist

Application can be found at <http://www.tontitown.com/>

Permit #: _____

Total Fee: \$ _____

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. PERMIT FEES WILL DOUBLE IF WORK BEGINS BEFORE PERMIT IS APPROVED.**

Property Information	Address _____ Parcel No. _____ Acreage _____ Existing Use _____ Zoning _____	Project Information	Project Name _____ Proposed Use _____ Select One: <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent Structural Changes? <input type="checkbox"/> Yes <input type="checkbox"/> No Is proposed use allowed under subdivision's protective covenants? <input type="checkbox"/> Yes <input type="checkbox"/> No Will additional parking spaces be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Property Owner	Name _____ Address _____ City, State, Zip _____	Phone _____ Fax _____ E-mail _____	<input type="checkbox"/> Select if this is the primary contact
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Contractor	Name _____ Address _____ City, State, Zip _____	Phone _____ Fax _____ E-mail _____	<input type="checkbox"/> Select if this is the primary contact
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Representative Signature	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. Representative Signature _____ Date _____
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Owner Signature	I certify under penalty of perjury that I am the owner of the property that is 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.) Owner Signature _____ Date _____
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Office Use Only	Date Submitted: _____ Date Fwd to NWARPC: _____ Zone: _____	PC Meeting Date _____ Permit Fee: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____ <input type="checkbox"/> Credit Card _____	Date Approved _____ Receipt # _____
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Please Note: THE CONDITIONAL USE APPLICATION WILL NOT BE ACCEPTED AT THE DATE OF SUBMITTAL IF THE FIRST FIVE ITEMS ARE NOT MET.

- 1. **Application (Required at time of application submittal):** Completed application form.
- 2. **Fee (Required at time of application submittal):** Payment of the application fee as shown on this link [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. **Warranty Deed (Required at time of application submittal):** A copy of the warranty deed showing the **current ownership** of the property is required. A survey may be required if the deed cannot be accurately drawn to meet the Arkansas minimum survey accuracy standards. If you do not have a warranty deed, a copy may be obtained from the Washington County Circuit Clerk office located in the Washington County Courthouse building at 280 N. College, Suite 302, Fayetteville, AR 72701. Phone number: (479) 444-1538.
- 4. **Protective Covenants:** Attach a copy of the Protective Covenants (if applicable) for your subdivision to confirm that the proposed use is allowed in your subdivision.
- 5. **Narrative (Required at time of application submittal):** A typed or written statement addressing each of the following must be submitted:
 - A. State the proposed use and reason for proposed use.
 - B. Hours of operation, including days of the week;
 - C. Indoor and outdoor areas to be utilized;
 - D. Planned indoor and outdoor structural changes;
 - E. Proposed number of employees
 - F. Anticipated patrons, clients, deliveries, and/or customers (average per day);
 - G. Parking needs required for the proposed use including existing and proposed
 - H. Planned outdoor lighting changes;
- 6. **Photographs of the property**
- 7. **Site Plan.** Attach a site plan drawn to scale designating the property lines, existing structure(s), proposed structure(s), and indoor and outdoor areas to be utilized; traffic flow pattern (if applicable);

Depending on the nature and proposed use of the conditional use permit, additional information may be requested by the Planning Department staff and the Planning Commission.



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Conditional Use Review & Approval Process

