



Conditional Use

Application & Checklist

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

PAID
JUN 28 2016
Application # PC-6751
BY: _____

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 <u>NORTH MAESTRI ROAD</u>	Project Information	Project Name <u>VICTORY CHURCH NWA</u>
	Parcel No. <u>830-37584-002</u>		Proposed Use _____
	Acreage <u>14.5 AC</u>		Select One: <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Permanent
	Existing Use <u>AGRICULTURAL</u>		Structural Changes? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Zoning <u>A-1</u>		Is proposed use allowed under subdivision's protective covenants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			Will additional parking spaces be needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

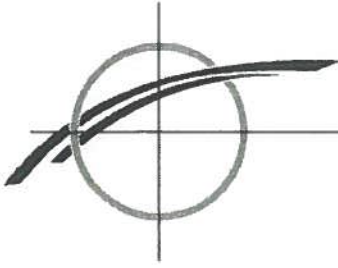
Property Owner	Name <u>VICTORY CHURCH NWA</u>	Phone <u>479-717-2333</u>	<input type="checkbox"/> Select if this is the primary contact
	Address <u>250 INDUSTRIAL CIRCLE EAST</u>	Fax <u>N/A</u>	
	City, State, Zip <u>SPRINGDALE, AR 72762</u>	E-mail <u>TIMCOFFMAN@YMAIL.COM</u>	

Contractor	Name <u>SWOPE CONSULTING</u>	Phone <u>479-685-8399</u>	<input checked="" type="checkbox"/> Select if this is the primary contact
	Address <u>3511 SE J STREET, SUITE 9 #264</u>	Fax <u>479-250-4285</u>	
	City, State, Zip <u>BENTONVILLE, AR 72712</u>	E-mail <u>PHIL@CIVILFIRST.COM</u>	

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 <u><i>Phil Swope</i></u>	Date <u>06-21-16</u>	

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 <u><i>Tim Coffman</i></u>	Date <u>06-27-2016</u>	

Office Use Only	Date Submitted: _____	PC Meeting Date _____	Date Approved _____
	Date Fwd to NWARPC: _____	Permit Fee: \$ _____	Receipt # _____
	Zone: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check _____ <input type="checkbox"/> Credit Card _____	

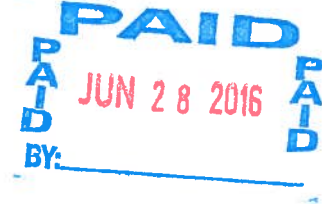


SWOPE CONSULTING, LLC

Civil Engineering
3511 SE J Street, Suite 9
Bentonville, AR 72712 479-685-8399

June 21, 2016

Patrick Pianalto
City Planner
City of Tontitown



**Re: CUP Narrative
Victory Church development**

Dear Mr. Pianalto,

Please accept this letter of explanation for the referenced conditional use request. The site is just more than 11.5 acres on the west side of Maestri Road (US 112) at the Tontitown northern city limits. The following issues are addressed, as required, to explain why a conditional use is appropriate.

1. Proposed Use – The owner proposes a church facility, which would function like any other church- including worship center, classrooms and offices.
2. Hours of Operation – Use of the worship center and classrooms will primarily be on Sundays. The offices will likely be 5-6 days per week.
3. Indoor/Outdoor Areas – Indoor areas will be as stated in item #1. Outdoor areas include a parking lot with landscaping and lighting. The outdoor areas also include large lawns that may be used for outdoor activities, like picnics or children's functions.
4. Indoor/Outdoor Changes – Structural changes are proposed for both indoor and outdoor, as shown on the attached site plan.
5. Number of Employees – The total number of employees may vary between 6-10 people.
6. Anticipated – The average, per day, of people in the facility is estimated at 80-100.
7. Parking needs required – The total requirement for this facility is only 160 spaces. However, more than 200 are proposed.
8. Planned Outdoor Lighting – The LSD plans include a Lighting Plan for the parking lot. All lighting proposed is cut-off lighting.

Please accept the above responses in support of the referenced request. Please let me know if you have any questions or concerns.

Sincerely,

Phil Swope, PE
Project Engineer



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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.