

CITY OF JOHNSON, ARKANSAS
CONDITIONAL USE

<i>FOR STAFF USE ONLY</i>	<i>FEE: \$100.00</i>
Date Application Submitted: _____	Planning Commission Action: _____
Date Accepted as Complete: _____	City Council Action: _____
Case Number: _____	Zone: _____
Public Hearing Date: _____	

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 this information is furnished.*

Application:

Indicate one contact person for this request: _____ Applicant _____ Representative
Applicant (person making request): _____ *Representative (engineer, surveyor, realtor, etc.):* _____

Name: _____ Name: _____

Address: _____ Address: _____

E-mail: _____ E-mail: _____

Phone: () _____
 () _____

Fax: () _____ Fax: () _____

Site Address / Location: _____

Current Zoning District: _____

Assessor's Parcel Number(s) for Subject Property: _____

TYPE OF CONDITIONAL USE BEING REQUESTED (check one)

- | | |
|---------------------------------------|--|
| _____ Duplex in _____ Zoning District | _____ Odor-Emitting or Explosive Handling Facility |
| _____ Tandem Lot | _____ Change of Non-Conforming Use |
| _____ Dance Hall | _____ Manufactured Home/Home Park |
| _____ Bed & Breakfast | _____ Detached Second Dwelling Unit |
| _____ Home Occupation | _____ Additional Parking |
| _____ Wireless Communication Facility | _____ Other _____ |

FINANCIAL INTERESTS

The following entities and / or people have financial interest in this project:

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein and 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 of approval.

Name (printed): _____ Date: _____

Signature: _____

PROPERTY OWNER(S) / AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Property Owners of Record (attach additional info if necessary):

Name: (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Name: (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Checklist:

Attach the following items to this application:

1. Payment in full of applicable fees for processing the application - \$100.00
2. Legal description and parcel numbers of property (may be found on deed or current survey of property). A survey may be required if the property description can't accurately be platted.
3. Complete written description of the request (what is proposed by the applicant) to include:
 - a. Building size in square feet; existing and proposed.
 - b. Number of off-street parking spaces to be provided/number required.
 - c. When request applies to business:
 - i. Hours of Operation
 - ii. Number of Employees
 - iii. Anticipated number of patrons, clients, children, customers etc. (average per day/peak hour)
 - iv. Outdoor Lighting
4. A typed list of all adjacent property owners, including those lots across streets. List must include name and full address.(May be found in the County Assessor's office)
5. Proof of notification of adjacent property owners:

Each adjacent property owner must be notified by letter explaining your request, and given the date, time and place of the meeting. Each such property shall be notified by certified mail and a copy of the green certified mail receipt shall provide such proof. (Not to be sent until placement on the Planning Commission agenda - but no later than 15 days in advance of the meeting)

6. A copy of the plat on record in the county assessor's office. The owner's name and the parcel number for every adjacent property shall be shown on this plat (map).
7. There are specific notification requirements for several conditional use requests. The applicant is responsible for understanding these requirements. Applicant shall provide evidence to the Zoning Official, at least 10 days prior to the required public hearing, that all property owners within 200' of the boundaries of the subject property have been notified.
8. Site plan drawn to scale, based on the deed or survey showing all proposed structures dimensioned from the overhang to each property line, required setbacks.
9. Preliminary Floor Plans drawn to scale showing:
 - a. Location of walls, doors, windows
 - b. Identification of activity areas

PROVISIONS FOR HOME OCCUPATIONS

1. No structural exterior alterations of the structure are required which are of a nonresidential nature.
2. No advertising or display shall be permitted, under any circumstances in the Residential Zone.
3. No mechanical, electrical or chemical equipment or any form of apparatus may be utilized which interferes with or substantially disrupts the integrity or the character of the neighborhood so as to be incompatible.
4. No home occupation should be allowed to create offensive conditions such as excessive noise, vibrations, dust, electrical interference, odor, or any other form of pollution.
5. No parking other than normal residential parking spaces shall be permitted.
6. No external evidence of nonresidential activities is apparent.
7. No person outside the family occupying the residence shall be employed in the home occupation.

Note: Request for several different types of conditional use permits require that the applicant provide additional information and/or notification. It is recommended that all applicants schedule a meeting with the Building Official prior to completing a conditional use application.