

# City of Van Buren Conditional Use Permit Application

CONDITIONAL USE NUMBER: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY OWNED BY: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GENERAL LOCATION OF PROPERTY: \_\_\_\_\_

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

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

APPLICANT SIGNATURE \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: (metes and bounds or lot and block)  
{Attach legal description as exhibit "A" if necessary.}

ATTACH COPY OF PROTECTIVE COVENANTS OR CERTIFICATION THAT NONE EXIST.

IF APPLYING TO OPEN A DAYCARE, COMPLETE THE FOLLOWING:

NUMBER OF CHILDREN: \_\_\_\_\_ MOST CHILDREN AT ONE TIME \_\_\_\_\_

\_\_\_\_\_

**PLANNING AUTHORITY PROVIDES:**

\_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ APPLICATION FEE: \_\_\_\_\_

PLANNING COMMISSION ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_ PERMIT EXPIRES: \_\_\_\_\_

OTHER INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

# City of Van Buren, Arkansas Planning Department

1003 Broadway • Van Buren, Arkansas 72956 • 479-471-5006

## CONDITIONAL USE APPLICATION REQUIREMENTS

### GENERAL INFORMATION

1. Applications must be submitted to the Planning Department at the Van Buren City Municipal Complex, located at 1003 Broadway, Van Buren, Arkansas. A processing fee of \$150.00 is required to be remitted with the application. If paying by check, please make payable to the City of Van Buren.
2. A legal notice of a public hearing must appear in a newspaper of general circulation in Van Buren, at least 15 days prior to the public hearing, The Planning Department will publish the legal notice, but conditional use applications are required to be filed with the Planning Department three weeks prior to the public hearing date to allow for this process.
3. A public notice sign will be posted on the property for 15 days prior to the Planning Commission meeting. The Planning Department will post the sign.
4. A public notice letter will be sent by first-class mail to anyone who owns property within 300 feet of the property being considered for a conditional use. The Planning Department will mail out the letters.
  - A list of addresses for the property owners within 300 feet of the proposed conditional use is required to be submitted to the Planning Department by the applicant. This list of addresses for property owners within 300 feet of the property being considered for conditional use can be provided by the Crawford County Assessor's Office.

### **THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE APPLICATION:**

1. Fifteen (15) copies of the completed conditional use application assembled into packets.
2. An 8½ x 11-inch site plan of proposed development. See below list for the required minimum site plan information. Larger copies may also be necessary for larger developments.
3. A list of all property owners and their mailing addresses within 300 feet of the property being considered for the conditional use must be submitted to the Planning Department by the applicant. The property owner information can be provided by the Crawford County Assessor's Office. You should contact their office as soon as possible and set an appointment if necessary.



4. On a separate page provide the following information:

- a) Description of the proposed uses including, but not limited to, hours of operation, days of operation, number of employees, and expected number of customers at one time.
- b) Description of the measures to be taken to ensure compatibility of the proposed use with the surrounding neighborhood, (e.g., building design, landscaping, fence, parking accommodations (off-street), and site improvements).
- c) List of and description of possible adverse impacts such as noise, smoke, fumes, traffic vibrations, storage of material and vehicles, or other hazards; describe how these conditions will be minimized.
- d) Copy of your restrictive covenants.

NOTE: Additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

#### **Minimum Site Plan Information**

The required site plan shall be drawn to scale and shall, at a minimum, contain the following information:

- (1) The land to be included in the proposed use along with a written legal description of the land.
- (2) The location and dimensions of all public rights-of-way on or abutting the planned area.
- (3) Existing and proposed finished grades of the site.
- (4) Existing and proposed vehicular and pedestrian circulation systems, including streets, alleys, walkways, service areas and loading area; location and arrangement of off-street parking areas and all points of vehicular entrance and exit.
- (5) A description of outdoor surfacing and paving for all parking and loading areas.
- (6) A proposed perimeter treatment of the property, with indication of screening materials to be used, including fences, walls, and plants; together with a description of uses, setbacks and the relationship to surrounding area.
- (7) A schematic landscape plan showing proposed treatment of the areas designated as either buffers or open space.
- (8) The location and dimensions of all existing and proposed easements and public improvements within the site.
- (9) The location of all structures and structural dimensions, dimension distances between buildings, and distances from structures to property lines.
- (10) The location and description of all signs, including those flat on building facades.
- (11) The indication of proposed use of all structures along with height, floor areas, entrances and loading areas.
- (12) The proposed location and description of facilities for garbage/waste disposal and pick up.

### **Conditions**

- (1) All conditions required for a conditional use must be met before any part of the use can be utilized. If any condition is not met, the conditional use authorization may be revoked by the City.
- (2) All conditions required for a conditional use must begin to be met within one (1) year of the authorization unless a special time limit has been imposed by the Planning Commission. An extension of time beyond one (1) year or that imposed by the Commission may be granted by the Building Inspector one (1) time for up to ninety (90) days.
- (3) No variances may be granted to a conditional use authorization except that the Building Inspector may grant minor changes to the conditions imposed as long as those changes conform to the intent of the Planning Commission. No building permit shall be issued for a conditional use unless the provisions of this ordinance have been met.

### **Termination of Permit**

- (1) In the event a condition imposed by the Commission or building inspector for the conditional use of a property or structure is suspended, abandoned, or changed after the initial granting of the conditional use permit, the conditional use permit shall be considered void and the use of the property or structure shall be immediately suspended until such time as the required condition is again restored and the owner or operator of the property or structure is once again in compliance with the permit.
- (2) In the event the use of a property or structure subject to the conditional use permit is changed to a use not permitted by the certificate, then the conditional use permit shall be considered void and the new use of the property or structure shall be immediately suspended until such time as a new conditional use permit may be authorized.

### **Inspection**

In order to determine if the conditions for use and the use of the building or land are in compliance with an approved conditional use permit the Building Inspector, or his designated representative, may inspect any building or land that has a conditional use permit at any time during normal business hours. Each building and land for which a conditional use permit has been approved shall be inspected at least annually by the Building Inspector, or his designated representative, to determine compliance.

### **Appeal**

The final decision of the Planning Commission concerning a conditional use may be appealed to the Van Buren City Council.