

CITY OF FAYETTEVILLE, ARKANSAS

CONDITIONAL USE

Please fill out the online submittal portal fields in Energov completely, supplying all necessary information and documentation to support your request. https://egov.fayetteville-ar.gov/EnerGov_Prod/SelfService#/home
Your application will not be placed on the Planning Commission agenda until this information is furnished.

Prior to submittal please clear all Viewports that were exported from the original CADD file as part of the PDF. These may prevent staff consideration and delay review or approval of your project.

CUP Checklist:

Attach the following items to this application:

(1)	Payment in full of applicable fees for processing the application:	
	CUP	\$100.00
	Public Notification Sign Fee (per sign)	\$5.00

- (2) Legal description of property (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately.
- (3) Complete description of this request (what is proposed by the applicant) to include all applicable items below (indicate N/A if it does not apply to your project):
 - (a) Building size in square feet; existing and proposed
 - (b) Color elevations of all exterior sides of the structure
 - (c) Number of off-street parking spaces to be provided / number required
 - (d) When request applies to a business or non-residential use:
 - Hours of operation
 - Number of employees
 - Anticipated number of patrons, clients, children, customers, etc. (average per day / peak hour)
 - (e) Outdoor lighting
 - (f) Noise
 - (g) Screening or buffering from adjacent properties
 - (h) Trash and refuse service (with particular reference to visibility from the street and adjacent properties)
 - (i) Ingress and egress to the property; traffic impacts
 - (j) A response discussing the general compatibility of the proposed use with adjacent properties and other property in the neighborhood
- (4) Site plan drawn to scale (if applicable), based on the deed or survey, showing all proposed structures dimensioned from the overhang to the property line, parking, driveways, Master Street Plan right-of-way, required setbacks.
- (5) Preliminary floor plans drawn to scale (if applicable) showing:
 - (a) Location of walls, doors, windows
 - (b) Identification of activity areas
- (6) A copy of the county parcel map from the Washington County Assessor’s office website (www.co.washington.ar.us) or the Fayetteville Address Point File ([website instructions](#)). The subject property and all parcels within 200 feet should be identified on this parcel map. (***Applications for special conditional uses that require notification within 500 feet should show all properties within 500 feet of the project site. See the notification requirements section of this application.***)
- (7) Signature by current property owner of record on consent of owner form or written verification signed by such owner designating a project representative.

- (8) The applicant is responsible for meeting the public notification requirements for a conditional use permit listed on the Notification Requirements pages in this application. This is required at a later date after initial submittal of request.

Consent of Owner Form

PROPERTY OWNER(S) / AUTHORIZED AGENT: By signing below, 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 authorized this application and consent to its filing.

PLEASE NOTE:

- Property Owners: Attach additional info/documentation if necessary.
- Authorized Agents: If signing on behalf of a Property Owner, a letter from each Property Owner must be provided indicating that the agent is authorized to act on their behalf.

Associated Project (required field)

Property Owner 1:

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 2: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 3: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 4: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

NOTIFICATION REQUIREMENTS

This is required later after initial submittal online. A member of Development Services staff will contact you directly before this is required.

Written Notification Process:

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. CUP applications for special uses must notify all property owners in writing within 500 feet of the perimeter of the property. CUP special uses include: *Dance halls; Facilities emitting odors and facilities handling explosives; wireless communication facilities; carnival, circus, amusement park or similar temporary open-air enterprise; manufactured and mobile homes; outdoor music establishments; sexually oriented business.*
3. The applicant shall provide the following to the Planning Division (**contact staff planner or Development Services coordinator for submittal deadline**):
 - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
 - b. map showing the landowners' relationship to the site (City's Address Point File)
 - c. copy of the notice sent to the landowners and residents (**example attached**)
 - d. certificate of mailing (**example attached**)
 - e. [Click here to learn how to create the list of those being notified.](#)

Sign Posting Process:

- (1) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant (**contact staff planner or Dev. Svcs. coordinator for date to pick up sign**).
 - a. The applicant shall post notice on the land for which the use is requested in a visible, prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
 - b. The staff planner may require an alternate location where the property is not adjacent to a street.
 - c. Additional signs may be required by the staff planner.
- (2) The applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (**example attached**).
- (3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows:

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

Name: _____
Street Address: _____
City, State, Zip: _____

(name of person completing the mailing)

(signature of person completing the mailing)

City File No./Name: _____

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WRITTEN NOTIFICATION FORM

Project Description:

The applicant Name proposes a Type of Development at Project Address.

Building/land Use: _____

Zoning: _____

Size of Property: _____

Density/Intensity: _____

Public Hearings:

As of issuance of this letter and as result of the City of Fayetteville mayoral declaration closing City Hall, public meetings are being held remotely. Although the meetings and dates below are accurate, participation instructions are forthcoming or can be found the week of a meeting at:

<https://www.fayetteville-ar.gov/1503/Meeting-Agendas-and-Video>

Planning Commission; 5:30 PM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location:

The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.

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CERTIFICATE OF SIGN POSTING



I, _____ (print the name of the
applicant/representative/person posting sign), attest that the above sign was posted on
_____ (month/day/year) adjacent to
_____ (name of street).

(signature of person completing the sign posting)

City File No./Name: _____