City of Benton, AR
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Conditional Use
Application & Procedural Requirements

<mark>All below requirements must be met and submitted to Community development within (7) days before the scheduled Planning Commission meeting.</mark>

Applicant's Name _____

Address of Subject Property _____

Legal Description of Subject Property (may be attached on separate sheet)

_____

Assessor's Parcel Number of Subject Property _____

Zoning District of Subject Property _____

Proposed Use _____

_____

Please attach vicinity map of the property, 8.5" x 11" size. Additional required information is detailed on p. 2.

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of _____, who is the owner of said property; or that I am the employee or agent of _____, which is a public utility company or other agency with the powers of eminent domain, and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

Signed_____

Address_____

City_____

Phone Number_____

Subscribed and certified to me this ____ day of _____, 20 _____

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1. File application with Director of Community Development/Community Services Supervisor.

2. Pay $30.00 fee.

3. Provide 10 copies of vicinity map, 8.5 x 11" size.

4. Applicant shall give notice of such hearing by posting a pertinent sign, provided by the city, on the property involved not less than fifteen (15) days prior to hearing.

5. The applicant shall notify all adjacent property owners no less than fifteen (15) days prior to public hearing. [Attachment 2]

6. Place a notice of public hearing in newspaper of general circulation at least 15 days prior to the Planning Commission meeting that states: [Attachment 1]

- ▪ Purpose of the application
- ▪ Location of the property involved
- ▪ Date
- ▪ Time
- ▪ Place of public hearing

7. Submit 10 copies of site plan per attached requirements.

NOTE: An approved site plan shall be binding on the applicants and their successors and assignees. No building permit shall be issued for any building or structure not in conformance with the site plan. The construction, location, use or operation of all land and structures within the site shall be in accordance with all conditions and limitations set forth in the site plan.

8. Proof of Publication (a document you will get from the newspaper) should be given to Community Development Department to put in your file prior to the meeting date.

9. Community Development Department staff and other Benton Department heads will review application and make recommendation for approval, denial or modification.

10. Planning Commission reviews application and makes one of four recommendations: Approved as submitted, approve with modifications, defer, or deny

11. Application is reviewed by Community Services Committee.

12. Application is submitted to City Council for final review and approval if the aforementioned committees approve it.

13. The Planning Commission, Community Services Committee or City Council may deny the application.

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<mark>SITE PLAN SPECIFICATIONS</mark>

The submission requirements for the review of a "site plan" shall include a site plan, a site plan drawn on paper or film no larger than twenty-four (24) inches by thirty-six (36) inches, and no smaller than twelve (12) inches by twenty-four (24) inches, and includes:

(1) Graphic scale and north arrow
(2) Existing or proposed lot lines
(3) Existing and proposed vehicular and pedestrian circulation systems including streets, alleys, walkways, service areas and loading areas, the location and arrangement of off-street parking areas and all points of vehicular ingress and egress.
(4) Proposed perimeter treatment of the property, indicating screening materials to be used including earth berms, fences, walls, and plant materials together with a description of uses, setbacks, and their relationship to surrounding areas.
(5) Schematic landscape plan showing proposed treatment of the areas designated as either buffers or private common open space.
(6) Location and dimension of all existing and proposed utility and street easements and all existing public improvements within the site.
(7) Proposed location of structures and structural dimensions, dimension distances between buildings, and distances from structures to property lines.
(8) A topographical cross section map of the site showing all drainage facilities.

Quantitative data including the following information:

(1) Statement of use of building and grounds.
(2) Proposed percent of building coverage of principal and accessory buildings relative to parcel size.
(3) Parcel size.
(4) Proposed floor area ration of principal and accessory buildings relative to parcel size.
(5) Proposed number of parking spaces.
(6) A registered land survey showing the exact property or boundary lines, including a legal description of the total site(s) proposed for development, including a statement of present and proposed ownership.

BE EXPLICIT AND ADDRESS EACH OF THE ABOVE, OR IF THEY DO NOT APPLY, WRITE "Does not apply" BY EACH REQUIREMENT THAT DOES NOT APPLY. EACH ITEM MUST BE ADDRESSED OR THE APPLICATION WILL BE RETURNED TO YOU, WHICH COULD DELAY YOUR APPLICATION.

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ATTACHMENT I

SAMPLE NEWSPAPER NOTICE

NOTICE

Notice is hereby given that a hearing will be held by the Planning Commission of the City of Benton, AR on the_____ day of _____ , 20___ at ___ ___.p.m. at 410 River

Street on the petition of [your name] for seeking a Conditional Use to operate [type of business being requested] within a [current zone] zone at [property address] on the following lands to wit: [legal description] in the City of Benton, Saline County, Arkansas.

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ATTACHMENT 2

SAMPLE LETTER OF INTENT

[Date]

To the Benton City Planning Commission:

It is my intent to operate a [type of business being requested] within a [current zone] zone at [current property address]. Therefore, I am requesting that the above named property be approved for a Conditional Use Permit.

It is my intent to have the same property get a Conditional use for [name use].

Sincerely,

[Your name]

[Your address]
[Your phone]