



CITY OF SEARCY PLANNING AND DEVELOPMENT

300 West Arch Avenue · Searcy, AR 72143 · (501) 279-1085 · (501) 207-5731 direct

CONDITIONAL USE PERMIT REQUEST PACKET

Thank you for your interest in helping to develop the City of Searcy. To have a Conditional Use Permit approved, you must perform a number of steps. Applications for a Conditional Use Permit are required to be prepared and submitted in accordance with the procedures set forth in Art. 9-3 of the Searcy Zoning Code.

The following is a brief summary of the steps that you will need to take to get a Conditional Use Permit approved.

1. Contact the Planning Office to verify upcoming Planning Commission dates and to discuss the potential Conditional Use Request.
2. Complete the application form contained herein.
3. Return the application and payment to the Planning / Code Enforcement Office by the first of each month for consideration at the next month's Planning Commission meeting. Supporting documents required on the checklist herein, with the exception of certified mail receipts and proof of publication, shall be turned in 5 business days later.
4. Obtain a list of property owners within 200 feet of the property where the Conditional Use Permit is being requested from either a Certified Abstractor or from the records of the White County Assessor's Office.
5. Notify your neighbors from the property owner's list of your intent to request a Conditional Use, a description of the use, and the date of the Public Hearing by certified mail, return receipt requested no later than 15 days prior to the Public Hearing date.
6. Publish a Notice of Public Hearing in a local newspaper no later than 15 days prior to said Hearing. Please be aware that the local newspaper doesn't publish every day and a delay may occur between submission and publication.
7. Appear before Technical Review Staff on the third Wednesday of the month the application was turned in at 1:00 in the Planning Office to explain the request for a Conditional Use Permit.
8. Return receipts of certified mail and proof of publication no later than 7 days prior to Public Hearing date.
9. Appear before Planning Commission to explain the request for a Conditional Use Permit.

Make sure that you or your representative is thoroughly familiar with these steps. We recommend that you obtain legal assistance; however, this is not required by the City of Searcy.

If you encounter any problems whatsoever in this process, please feel free to contact the City Planner at the Planning / Code Enforcement Office.

CHECKLIST ITEMS FOR CONDITIONAL USE PERMIT

Planning Commission / Public Hearing Date: _____

Publication / Notice Deadline: _____

Technical Review Meeting Date: _____

Items Required on the First of the Month:

- Application
- Fees Paid (\$30.00 Conditional Use Permit)

Items Required Five Business Days Later:

Provide both digital (PDF) hard copies of the following (digital copies may be sent via email)

- Address and Legal Description of the Property.
- Detailed description of the proposed use of the property and any proposed improvements.
- Vicinity Map clearly showing the location of the property.
- Plan/Map showing dimensions of property, location of any existing buildings on the property with approximate dimensions, and zoning and land use of adjacent properties.
- If applicable, a site plan of any proposed improvements. Site plan should be to scale and show proposed building locations with applicable building setbacks, parking, and circulation patterns.**
- List of property owners within 200 feet of the subject property from either a Certified Abstractor or from the records of the White County Assessor's Office.

Items Required Seven Days Prior to Planning Commission / Public Hearing Date:

- Certified Mail Receipts
- Proof of Publication

*The City shall be responsible for posting a sign on the Property notifying the public of the request for a Conditional Use Permit and date of Public Hearing 15 days prior to the Public Hearing.

**If the property where the Conditional Use is being requested is a proposed development, the applicant is required to follow all site plan review requirements for Small Scale Developments or Large Scale Developments. If the site is under the requirements of Large Scale Developments, the Planning Commission review process can run concurrent with the Conditional Use Permit request. Required materials and number of copies shall be found in Large Scale and Small Scale review requirements.

NOTICE OF PUBLIC HEARING

Please take notice that a public hearing before the Planning Commission of the City of Searcy, Arkansas on the _____ of _____, 20____ at 12:00 noon in the Searcy City Hall Council Chambers, upon the request of _____, to grant a Conditional Use Permit to (describe use desired):

Address or Physical Location:

Legal Description:

All interested parties are encouraged to attend the hearing for additional information or to make their comments known.

PUBLISHED BY ONE INSERTION

NOT LESS THAN 15 DAYS PRIOR TO THE DATE OF THE PUBLIC HEARING



CITY OF SEARCY

REQUEST FOR PLANNING COMMISSION ACTION

Date: _____

Property Owner(s) Name: _____

Address of Property: _____

Phone Number: _____ Email: _____

Mailing Address: _____

**IF YOU ARE NOT THE PROPERTY OWNER,
PLEASE HAVE THE OWNER COMPLETE THIS SECTION OF THE APPLICATION.**

I am the property owner and hereby appoint _____
to act as my legal agent in pursuing the requested action.

Owner's Signature

Date

Applicant(s) Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

ACTION REQUESTED

RE-ZONE

FROM: _____ **TO:** _____

PLAT REVIEW

TYPE: _____

CONDITIONAL USE PERMIT

OTHER (PLEASE SPECIFY)

I have received a copy of the application packet and understand that all the items and number of copies required on the submittal checklist, along with the appropriate fee, must be submitted to the Planning office no later than the close of business on _____. I further understand that if the information required is not submitted on time, the case will not be placed on the Planning Commission agenda, that some of the requirements are mandated by State Law and cannot be altered, and that the Planning Commission will not grant waivers to the adopted procedure.

Printed Name

Signature

Initials & Date Accepted by Planning Dept. _____
