

## **PULASKI COUNTY PLANNING BOARD INSTRUCTIONS FOR MAKING APPLICATION FOR CONDITIONAL USE PERMIT**

1. The applicant (owner or authorized agent) shall appear at the Pulaski County Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204; (501)-340-8260, and complete the required application forms.
2. The applicants shall submit, as part of the application, a cover letter setting forth the request. The letter should include a statement as to the intent of the use and should include such information as is necessary to inform the Board of the issue. Any known issue which will require a variance should be outlined in the letter.
3. The applicant shall submit as part of the application three (3) copies of a survey to scale, prepared by a professional surveyor (or PAgis parcel data if there are no setback or property line issues that would warrant a survey), and fifteen (15) copies of a site plan (if the site plan and the survey are the same document, fifteen total copies shall suffice) to scale reflecting all physical improvements existing or proposed (see Section 4.5 B of the Lake Maumelle Watershed Zoning Code). Any plans/drawings larger than 8.5"x14" must be folded accordion style in quarter folds. The survey must be legally current at the date of submittal of the application.
4. All applicants must submit a copy of the Bill of Assurance for the subdivision within which the subject property is located. Copies of bills of assurance are available at the Pulaski County Circuit Clerk's office located at 401 West Markham Street. If the property is not located in a subdivision with a bill of assurance, the applicant must submit a statement to that effect in conjunction with submission of the application.
5. A filing fee, as prescribed by ordinance, shall be paid at the Pulaski County Planning and Development Department immediately after receipt and acceptance of the application.
6. After properly filing the application and paying the fee, the applicant shall give notice as required below and per Section 4.2 B and C of the Lake Maumelle Watershed Zoning Code. The cost of these notices shall be borne by the applicant. (Note: This notice is not a petition for approval or disapproval.) Before the Planning Board shall consider a request for a Conditional Use Permit on any property, the petitioner for such action shall first give not less than six (6) days written notice of the time, place, and date of the public hearing thereon to all the record owners of property abutting (including those properties directly across streets and alleys) the petitioning property, as certified by a licensed abstractor. Said notice shall be sent by certified or registered mail to the last known address of such record owner(s) or delivered in person. The petitioner shall execute and file with the Planning staff an affidavit showing compliance herewith, attaching as exhibits to said affidavit official evidence that said notices have been so delivered.
7. The affidavit required and supporting exhibits (outgoing postmarked mailing receipts, certified abstract list of property owners on record and copy of notice) shall be filed with

the Department of Planning and Development no later than four (4) calendar days prior to the meeting date.

8. The applicant shall post, at the time of filing, the sign furnished by the Planning Department at the front of the property, so that it can be seen from the street. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from this office.

9. The applicant or properly designated representative shall be present at the Public Hearing in order to answer any questions the members or interested parties may have.

10. The Planning staff and the Planning Board strongly encourage the applicant to meet with the neighbors/neighborhood prior to the public hearing if the potential for opposition exists.

**PLEASE NOTE: NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING, AND MAY REQUIRE THE PAYMENT OR AN ADDITIONAL FILING FEE AND/OR RENOTIFICATION OF PROPERTY OWNERS.**

## APPLICATION FOR CONDITIONAL USE PERMIT

Case File No. PZ-\_\_\_\_\_

Pulaski County Planning Board Meeting docketed for:

\_\_\_\_\_

at \_\_\_\_\_ p.m.

Application is hereby made to the Pulaski County Planning Board pursuant to the provisions of The Lake Maumelle Watershed Zoning Code, requesting a Conditional Use Permit on the following property:

Address: \_\_\_\_\_

Email: \_\_\_\_\_

General Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Title to this property is vested in: \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

If an individual other than the title-holder files this application, attachment of a completed affidavit is required authorizing this person to act on behalf of the title-holder.

Subject property is presently zoned: \_\_\_\_\_

A Conditional Use Permit is requested to allow use of the property for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject property is/is not currently covered by a Bill of Assurance.

County Recorder Instrument No. \_\_\_\_\_

It is hereby agreed that the required filing fee will be paid immediately and the posting of the sign furnished will be accomplished as required.

Applicant (owner or authorized agent): \_\_\_\_\_  
(Signature and printed name)

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Planning Board Approved: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

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**NOTICE OF PUBLIC HEARING BEFORE  
THE PULASKI COUNTY PLANNING BOARD  
ON AN APPLICATION FOR CONDITIONAL USE PERMIT**

To all owners of lands abutting (including those across streets and alleyways) the boundary of property at:

Address: \_\_\_\_\_

General Location: \_\_\_\_\_

Owned By: \_\_\_\_\_

Notice is hereby given that an application for a Conditional Use Permit on the above property has been filed with the Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204, to allow use of the property as follows:

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

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

A public hearing on the application will be held in the Jeffery Hawkins Conference Room, Pulaski County Regional Building, 501 W. Markham(or other designated location), Little Rock, AR 72201.

on: \_\_\_\_\_, at \_\_\_\_\_ P.M.

Meetings between the developer, the staff and the neighborhood residents can be arranged prior to the public hearing if desired. The applicant/developer is

\_\_\_\_\_

and can be contacted at telephone number \_\_\_\_\_.

All interested parties may appear and be heard at said time and place, or may notify the reviewing body of their views by letter. Information about the application may be requested by contacting the Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204, (501) 340-8260.

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notified Property Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I have notified all the property owners of record abutting (including those across streets and alleyways) the above described property that a Conditional Use Permit application is being considered and the public hearing will be held at the time and place described.

Applicant (Owner or Authorized Agent): \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_ certify by my signature below that I  
hereby authorize \_\_\_\_\_ to act as my agent  
regarding the \_\_\_\_\_ of the below described  
property.

Property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Title Holder(s)

\_\_\_\_\_  
Date

Subscribed and sworn to me a Notary Public on  
this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**Pulaski County Lake Maumelle Watershed  
Conditional Use Permit Checklist  
PLANNING AND DEVELOPMENT  
3200 BROWN STREET  
LITTLE ROCK, AR 72204  
501-340-8260**

DATE:

DEVELOPMENT:

LOCATION:

ENGINEER/SURVEYOR:

**The application shall indicate the following information (see Lake Maumelle Watershed Zoning Code):**

- 1)     \_\_\_ 1.4 C.2       EXEMPTION SQUARE FOOTAGE USED
- 2)     \_\_\_ 2.1         ZONING DISTRICT \_\_\_\_\_
- 3)     \_\_\_ 2.7         USE MATIRX CLASSIFICATION \_\_\_\_\_
- 4)     \_\_\_ 3.6 A.2     BMPS USED
- 5)     \_\_\_ 4.2 E.1-7    OPEN SPACE MANAGEMENT PLAN
- 6)     \_\_\_ 3.6 F.1     MAINTENANCE OF OPEN SPACE  
                          Select method of maintenance
  1. Dedication
  2. Bill of Assurance
  3. Property owner's association
  4. Transfer to private organization
  5. Improvement District
- 7)     \_\_\_ 3.7A-D      STORMWATER MANAGEMENT
- 8)     \_\_\_ 3.8 A-D     STREAM CORRIDORS
- 9)     \_\_\_ 3.9         MASTER ROAD PLAN COMPLIANCE
- 10)    \_\_\_ 4.2 C.1-3    NEIGHBORHOOD NOTICE

- 11) \_\_\_\_\_ 4.5 B.3.a LETTER OF REQUEST
- 12) \_\_\_\_\_ 4.5 B.3.b APPLICATION FEE
- 13) \_\_\_\_\_ 4.5 B.3.c NAME AND ADDRESS OF OWNER OF RECORD
- 14) \_\_\_\_\_ 4.5 B.3.d SOURCE OF TITLE
- 15) \_\_\_\_\_ 4.5 B.3.e NAME AND ADDRESS OF DEVELOPER
- 16) \_\_\_\_\_ 4.5 B.3.f SURVEY WITH DATE OF SURVEY, NORTH POINT,  
GRAPHIC SCALE, DEED, OR PAGIS PARCEL MAP
- 17) \_\_\_\_\_ 4.5 B.3.g LOCATION OF TRACT BY LEGAL DESCRIPTION GIVING  
ACREAGE
- 18) \_\_\_\_\_ 4.5 B.3.h VICINITY MAP
- 19) \_\_\_\_\_ 4.5 B.3.i BOUNDARY LINES OF TRACT WITH EXACT DIMENSIONS
- 20) \_\_\_\_\_ 4.5 B.3.j THE TYPE, LOCATION, AND BOUNDARIES OF ALL USES  
FOR WHICH A CONDITIONAL USE PERMIT IS REQUESTED
- 21) \_\_\_\_\_ 4.5 B.3.k HEIGHT AND DIMENSIONS OF ALL PROPOSED  
BUILDINGS AND STRUCTURES
- 22) \_\_\_\_\_ 4.5 B.3.l SITE PLAN CONSISTENT WITH CHAPTER 6 INCLUDING  
THE LOCATION OF OPEN SPACES
- 23) \_\_\_\_\_ 4.5 B.3.m ANY OTHER INFORMATION REQUIRED BY THE DEPT OF  
PLANNING AND DEVELOPMENT
- 24) \_\_\_\_\_ 4.5 E. 1-7. APPROVAL CRITERIA

**Staff Comments:**

**Additional Staff Comments:**

**Staff Recommendation:**