



CITY OF  
LITTLE FLOCK  
1500 Little Flock Drive  
Little Flock, Ar. 72756  
City Hall 479-636-2081  
Fax 479-636-2318  
Cityoflittleflock.com

# Conditional Use

**\$125.00**

## Application & Checklist

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Planning Commission agenda until the application is completed and all required information is provided to the Planning Department at least 15 calendar days prior to the scheduled meeting.

Property Information	Address:	Project Information	Project Name:
	Parcel #		Proposed Use:
	Acreage:		Select One: Temporary    Permanent
	Existing Use:		Structural Changes? Yes    No
	Zoning:		Is the proposed use allowed under the subdivision's protective covenants? Yes    No

Owner	Name:	Phone: <input type="checkbox"/> Select if this is the primary contact
	Address:	Fax:
	City, State, Zip:	E-mail:

Representative	Name:	Phone: <input type="checkbox"/> Select if this is the primary contact
	Address:	Fax:
	City, State, Zip:	E-mail:

**Applicant / Representative:** I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submitted of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

✓ \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner / Authorized Agent:** I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indication that the agent is authorized to act on his / her behalf.)

✓ \_\_\_\_\_ Date: \_\_\_\_\_

Official Use Only	Date Application Submitted:	PC Meeting Date
	Date Accepted as Complete:	Zone

## **Conditional Use Checklist**

**The Conditional Use application will not be accepted at the date of submittal if the required information is not provided.**

- Application.** Completed application form.
- Application Fee.** Payment of the application fee.
- Warranty Deed:**  
Attaching a copy of the warranty deed showing the current ownership of the property is required. If you do not have a warranty deed, a copy may be obtained from the Benton County Deeds and Mortgages Department located in the Benton County Administration Building at 215 E. Central Suite 6 Bentonville, Ar. 72712. Phone number: 479-271-1017
- Protective Covenants:**  
Attach a copy of the Protective Covenants (if applicable) for your subdivision to confirm that the proposed use is allowed in your subdivision.
- Narrative:** Attach a typed or written narrative addressing each of the following items:
  - A. Proposed use and reason for the proposed use;
  - B. Site plan drawn to scale designating the property lines, existing structure(s), proposed structure(s), and indoor and outdoor areas to be utilized;
  - C. Hours of operation, including days of the week;
  - D. Indoor and outdoor areas to be utilized;
  - E. Planned indoor and outdoor structural changes;
  - F. Parking needs required for the proposed use including existing and proposed – provide a sketch of the traffic flow pattern (if applicable);
  - G. Planned outdoor lighting changes;
  - H. Anticipated patrons, clients, deliveries, and / or customers (average per day);
  - I. Proposed number of employees; and,
  - J. Photographs of the property.

\*Depending on the nature and proposed use of the conditional use permit, additional information may be requested by the Planning Department staff and the Planning Commission.

\*If you have any question please contact the City of Little Flock or email the Planning Department at [planningcommission@cityoflittleflock.com](mailto:planningcommission@cityoflittleflock.com)