



## INSTRUCTIONS FOR APPLYING FOR CONDITIONAL USE PERMIT

Adopted by Ord. No. 2024-012

The applicant (owner or authorized agent) shall appear at the Department of Planning and Development, 1500 Little Flock Dr, Little Flock, Arkansas; and complete the required application forms.

1. 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 Commission of the issue. Any known issue which will require a variance or waiver should be outlined in the letter.
    - (a) 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)
    - (b) Noise
    - (c) A response discussing the general compatibility of the proposed use with adjacent properties and other property in the neighborhood
  2. The applicant shall submit as part of the application three (3) copies of a survey to scale, prepared by a professional surveyor, and three (3) copies of a site plan to scale reflecting all physical improvements existing or proposed. Plans for residential applications may be on 8½"x 11" or 11"x 17". For commercial applications, please provide 1 full-size copy of all plans in both electronic format (preferably PDF) and printed format.

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) Number of off-street parking spaces to be provided / number required
    - (c) Outdoor lighting
    - (d) Screening or buffering from adjacent properties
    - (e) Trash and refuse service (with particular reference to visibility from the street and adjacent properties)
    - (f) Ingress and egress to the property; traffic impacts
  3. Any survey submitted must be dated no more than five (5) years prior to the date of submittal of the application.
  4. Payment of an application filing fee is required to be paid in full at the time of application. Said fees are established by the City's adopted Fee Ordinance.
  5. After properly filing the application and paying the fee, the applicant shall give notice as required below. The cost of these notices shall be borne by the applicant. Before the Planning Commission shall consider a request for a conditional use permit on any property, the petitioner for such action shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all the record owners of property situated within 300 feet thereof 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), and 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 mailed.
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6. 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 six (7) calendar days prior to the meeting date.
7. The applicant shall post the sign furnished at the time of filing at the front of the property so that it can be seen from the street, at least fifteen (15-) calendar days before the meeting. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from this office.
8. The applicant or properly designated representative shall be present at the Public Hearing and Site Plan Committee Meeting in order to answer any questions the members or interested parties may have.

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

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

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# APPLICATION FOR CONDITIONAL USE PERMIT

APPLICATION FEE: \$250.00     RENEWAL FEE: \$125.00  
**SIGN FEE \$35.00**

Adopted by Ord. No. 2024-012

CUP File No. \_\_\_\_\_

Planning Commission Meeting docketed for \_\_\_\_\_,

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

Application is hereby made to the Little Flock Planning Commission, requesting a Conditional Use Permit on the following property:

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

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:  AG  RE  R1

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

There (are) (are not) private restrictions pertaining to the proposed use.

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 and/ or authorized agent): \_\_\_\_\_

(Signature and printed name)

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

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

Planning Commission Decision: \_\_\_\_\_

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

Planning Commission Administrator: \_\_\_\_\_



**NOTICE OF PUBLIC HEARING BEFORE THE LITTLE FLOCK  
PLANNING COMMISSION ON AN APPLICATION  
FOR CONDITIONAL USE PERMIT**      Adopted by Ord. No. 2024-012

To all owners of lands lying within 300 feet of 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 City of Little Flock Planning Department, 1500 Little Flock Dr. Little Flock, Arkansas 72756, to allow use of the property as follows:

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

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

A public hearing on the application will be held at: City of Little Flock Planning Commission:

City Hall 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 the 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 City of Little Flock Planning Department, 1500 Little Flock Dr., Little Flock AR 72756, (479) 636-2081 opt 2.



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**AFFIDAVIT**

I hereby certify that I have notified all the property owners of record within 300 feet of 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) \_\_\_\_\_

**AFFIDAVIT**

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)

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

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

\_\_\_\_\_

\_\_\_\_\_, Notary Public My Commission Expires: \_\_\_\_\_



## CONDITIONAL USE PERMIT FAQs

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<i>Question</i>	<i>Answer</i>
What are the common reasons for the denial of a Conditional Use Permit (CUP)?	A CUP may be denied due to failure to meet local zoning laws, significant negative impacts like increased traffic or noise, or inconsistency with the area's general plan. Proper alignment with community standards and minimizing negative effects are crucial for approval.
How can community support impact the approval process of a CUP?	Community support can significantly influence the approval of a CUP. Engaging with neighbors, local businesses, and community organizations to address concerns or gather support can strengthen the application. Demonstrating broad community support at the public hearing can sway the decision favorably.
Are there any environmental considerations that affect the approval of a CUP?	Environmental factors are crucial in the CUP approval process. Applicants might need to conduct environmental impact assessments or provide mitigation plans for potential environmental damage, depending on the proposed use and local regulations.
What are the typical costs associated with obtaining a Conditional Use Permit?	Costs vary widely and may include application fees, legal fees, surveys, expenses for environmental and traffic studies, and costs related to community outreach or proposal modifications based on feedback. Applicants should budget for these potential expenses.
Can a CUP be revoked, and under what circumstances?	A CUP can be revoked if the permit conditions are not met or if the use becomes problematic (e.g., causing unforeseen traffic, noise, or environmental issues). Regular compliance checks or renewed community complaints can trigger a review and possible revocation of the permit.