



# Conditional Use Application Packet

- Notice to Applicant
- Instruction & Checkoff List
- Application Form

*City of Greenland  
Planning Division  
8 E. Ross  
P.O. Box 67  
Greenland, AR 72737*

**CONDITIONAL USE APPLICATION  
SUPPLEMENT SHEET**

**NOTICE:**

***BEFORE SUBMITTING YOUR APPLICATION...***

***It is the Applicant's responsibility to review the Greenland Municipal Code (Sections 9, 12, and 14) as well as the "Greenland Designs Standards Pattern Book" (Sections 5 and 9, in particular), to obtain all guidelines and terms of compliance to ensure that your request falls within the parameters for which the Planning Commission may hear your request. If you have questions, or need further information before submitting your application, please contact City Hall (479)-521-5760.***

*Unless otherwise specifically approved by the Board of Zoning Adjustments, a conditional use permit is not permanent but is personal to the Applicant and does not run with the land. The sale or conveyance of the land and/or structure whereon the conditional use is located and/or conducted will result in the immediate termination of the conditional use permit, and any subsequent owner of such land and/or structure shall be required to file and obtain the approval of a new application for such conditional use.*

**CONDITIONAL USE**  
**PERMIT APPLICATION INSTRUCTIONS & CHECKOFF LIST**

**INSTRUCTIONS:**

1. Review the Greenland Municipal Code sections and the Greenland Design Standards Planning Book as referred to in the application form.
2. Fill out application and attach all supporting documentation, including payment of applicable fee.
3. Provide ONE (1) original and FIVE (5) copies of the application and its supporting documentation to City Hall
4. Provide notice of the request, by certified mail, return receipt requested, to all adjoining property owners, including those across the street. The notice shall include notification of the requested variance, the time, date, and place of the public hearing. *(See attached sample form for Notice of Public Hearing for Conditional Use Permit)*
5. Present evidence to City Hall *(which administration shall then attach to the original application)*, at least ten (10) days prior to the required public hearing, that all adjoining property owners, including those across the street, have been notified of the proposed use, and of the time, date, and place of the public hearing. Such evidence shall consist of postmarked, certified receipts and/or return receipts and/or dated, signed acknowledgments of receipt of notification; and shall be accompanied by a plat or parcel map showing the location of those properties, the owners of which the applicant certifies have been notified. *(GMC 14.04.08 (C)(2))*
6. If the application is incomplete, or any of the above required steps are not met, your application will NOT be reviewed.
7. If approved, you are required to purchase a business license from the City Clerk.
8. The permit may be subject to review in one year, or at any such time as a complaint is received regarding the business.
9. For any questions concerning the application requirements, you may contact City Hall 521-5760.

**MUST be included :**

- Completed Application** (fully answered and signed)
- Graphic representation** (photos or drawing) of **current property** showing location, surrounding boundaries, and proposed use of the site. *Photos must be a minimum 4 x 6 in size, drawings must be legible and large enough to show detailed information.*
- Graphic representation** (photos or drawing) **showing** any and all such other descriptive material necessary for decision-making. This may include, but is not limited to: preliminary site plans showing proposed uses and structures; proposed ingress/egress to the site, including adjacent street; proposed off-street parking and landscaping; lighting and signage;
- If Applicant is not the property owner, a **notarized signed statement by the property owner** approving the application and the conditional use being sought must be attached to the application. The signed statement shall provide that the property owner “attests to the truth and correctness of all facts and information presented with the application”.
- A **copy of any covenants**, or a **certification** stating that none exist
- ONE (1) original** application with all supporting documentation
- FIVE (5) copies** of the application and all supporting documentation
- Application fee.**
- Don't Forget!!!! You will also need to provide your evidence of notification to all adjoining property owners (including those across the street) at least ten (10) days prior to the public hearing. (As described on the instruction sheet)*

**CERTIFICATION**

I hereby certify that I have made a thorough search of all pertinent sources, to include my deed, abstract and the Washington County Clerk's office and have found no covenants or any evidence that covenants exist for the property identified in my application for a Conditional Use Permit. Or that if covenants do exist, I have attached a copy of the covenant(s) to my application, but there is no covenant specified therein prohibiting the use I have requested.

Dated this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name Printed

**STATE OF ARKANSAS**

**COUNTY OF** \_\_\_\_\_

Subscribed and sworn before me this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Name Printed

\_\_\_\_\_  
Commission Expires

S A M P L E  
(Newspaper Publication)  
For Use by City of Greenland Staff

**BEFORE THE PLANNING COMMISSION OF THE CITY OF GREENLAND, ARKANSAS  
NOTICE OF PUBLIC HEARING FOR A CONDITIONAL USE PERMIT**

Notice is hereby given pursuant to Section 14.04.08 of the Greenland Municipal Code that *(Insert Applicant Name)* is applying to the Greenland Planning Commission for a Conditional Use Permit to allow property located at *(Insert Address)* to be used as a \_\_\_\_\_ *(ex. daycare, private club, parking lot)*. The property is more particularly described as follows:

**LEGAL DESCRIPTION:** (Enter complete legal description here or attach as Exhibit "A")

**LAYMAN'S DESCRIPTION:** (Enter street address here.)

A public hearing on this matter will be held by the Greenland Planning Commission on \_\_\_\_\_, 20\_\_\_\_ *(Date as established by Planning Commission)* at 6:30 p.m. at Greenland City Hall, 8 E. Ross, Greenland, Arkansas.

Publish one time only on \_\_\_\_\_, 20\_\_\_\_.  
Bill the City of Greenland.

S A M P L E  
(Adjoining Property Notifications)  
For Use by Applicant

Notice is hereby given pursuant to Section 14.04.08 of the Greenland Municipal Code that *(Insert Applicant Name)* is applying to the Greenland Planning Commission for a Conditional Use Permit to allow property located at *(Insert Address)* to be used as a \_\_\_\_\_ *(ex. daycare, private club, parking lot)*. The property is more particularly described as follows:

LEGAL DESCRIPTION: (Enter complete legal description here or attach as Exhibit "A")

LAYMAN'S DESCRIPTION: (Enter street address here.)

A public hearing on this matter will be held by the Greenland Planning Commission on \_\_\_\_\_, 20\_\_\_\_ *(Date as established by Planning Commission)* at 6:30 p.m. at Greenland City Hall, 8 E. Ross, Greenland, Arkansas.



City of Greenland  
 Planning Division  
 8 E. Ross  
 P.O. Box 67  
 Greenland, AR 72737  
 Ph#521-5760 / Fax #521-7780

**\*\*CONDITIONAL USE PERMIT APPLICATION\*\***

<b>For Office Use Only:</b>	<b>FEE: \$</b> _____
Date Application Submitted: _____	
Date Accepted as Complete: _____	
Case/Appeal Number: _____	Zone: _____
Public Hearing Date: _____	

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's agenda until this information is furnished.\*\*\***

**APPLICATION**

Indicate one contact person for this request:  Applicant  Representative

**Applicant (person making request):**

**Representative (Engineer, Surveyor, Realtor, Etc)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

**PROPERTY INFORMATION:**

Are you the property owner?  Yes  No *If no, a notarized statement, signed by the property owner, authorizing this request must be attached to this application*

If no, name of property owner: \_\_\_\_\_ Tel.# \_\_\_\_\_

Property Owner (full) Address \_\_\_\_\_

Physical Address for which the Conditional Use is requested: \_\_\_\_\_

Legal Description of property (metes and bounds or lot and block:(attach exhibit "A" if necessary) \_\_\_\_\_

Are there any restrictive covenants with respect to the property?  Yes  No *Attach copy of covenants or certification that none exist.*

What is the present zoning? \_\_\_\_\_ What zoning districts surround the property? \_\_\_\_\_

What is the present use of the property? \_\_\_\_\_

Describe the general character (uses) of the surrounding area: \_\_\_\_\_

Is there an existing structure?  Yes  No Will it be necessary to build a new structure?  Yes  No



**REASON FOR REQUEST and NECESSARY INFORMATION for REVIEW:**

For what specific use are you requesting the permit? \_\_\_\_\_

Will the required yards and other open spaces be observed with the permit?  Yes  No

If yes, explain: \_\_\_\_\_

How is the proposed Conditional Use Permit compatible with adjacent properties? \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Anticipated Traffic Flow (circle one): Light Medium Heavy

Parking Spaces Available: \_\_\_\_\_ Are off-street parking or loading areas required?  Yes  No

If yes, explain traffic flow: \_\_\_\_\_

Does this request involve a use in which the *Greenland Design Standards Pattern Book* give guidelines?  Yes  No

If yes, explain: \_\_\_\_\_

Is screening or buffering required?  Yes  No

Explain why or why not: \_\_\_\_\_

Is the ingress and egress to the property and proposed structure adequate?  Yes  No

Explain why or why not: \_\_\_\_\_

How will the use affect traffic through residential areas or on adjacent streets? \_\_\_\_\_

Are any signs or exterior lighting required?  Yes  No If yes, explain: \_\_\_\_\_

(If yes, sign permit and/or any applicable electrical permit processes must be completed)

Are utilities properly located?  Yes  No

Is adequate sewer and water available as needed?  Yes  No

Will there be any flammable or hazardous materials used or kept on the premises?  Yes  No

If yes, indicate where stored/kept: \_\_\_\_\_

If applying to open a daycare: # of children \_\_\_\_\_ Most children at one time \_\_\_\_\_

State Permit #: (if applicable) \_\_\_\_\_ (Attach copy)

**For This Type of Property Use:**

I have reviewed the zoning requirements established in G.M.C. Title 14 (pages 192-233)  Yes  No

I have reviewed the screening requirements established in G.M.C. Title 14, as well as those established in Section 5 and 9 of the *Greenland Designs Standards Pattern Book*  Yes  No

I have reviewed the landscaping requirements established in G.M.C. Title 12 (page 180)  Yes  No

I have reviewed the sign requirements established in G.M.C. Title 9 (pages 132-140.22)  Yes  No

I have reviewed the guidelines established in the *Greenland Designs Standards Pattern Book*  Yes  No

I understand the Planning Commission shall impose conditions and restrictions upon the premises per the G.M.C. to ensure compatibility with the surrounding property  Yes  No

I understand that this permit may be subject to review in one year, or at any such time as a complaint is received regarding the business  Yes  No

**For This Conditional Use Request:**

- I have read *Greenland Municipal Code Section 14.04.08* (pages 214-218) concerning this type of request  Yes  No
- I understand that In no case shall the Planning Commission authorize reduction from minimum requirements relating to height, area, setbacks, parking, or landscaping.  Yes  No
- I understand that no conditional use authorized by the Planning Commission shall be subsequently considered in connection with a variance request to the BZA.  Yes  No
- I understand that if my request is approved or denied, I will be informed of the reasons why at the time of the Planning Commission hearing or within 15 days from the date of the decision  Yes  No
- I understand I may appeal the Planning Commission action, or any conditions placed upon the approval, to the City Council within ten (10) days of the Planning Commission's action. The appeal shall be in writing, specifically stating why the Planning Commission's findings and decisions were arbitrary, capricious, and inappropriate.  Yes  No
- I understand that if denied, no application for such use or similar use shall be permitted involving any party of the same property for a period of six (6) months.  Yes  No
- I understand this Conditional Use Permit this permit shall be valid only for my business and is not transferrable.  Yes  No
- I understand that failure to comply with all conditions as established by the Planning Commission, or the GMC (regardless of whether or not such Code provisions are addressed by the Planning Commission at the time of approval) relating to or limiting the use, status, or operation, shall constitute a violation of GMC Zoning Ordinance and shall be cause for revocation of the authorization.  Yes  No
- Per the guidelines on the Instruction & Checkoff List, I will notify all adjoining property owners of this request and will submit evidence to be attached to the original application  Yes  No

**APPLICANT / REPRESENTATIVE:**

I certify under penalty of perjury 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 submittal 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.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

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

**PROPERTY OWNER(S) / AUTHORIZED AGENT:**

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.) **Owners (attach additional information if necessary):**

Name (printed) \_\_\_\_\_ Address: \_\_\_\_\_

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

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

Name (printed) \_\_\_\_\_ Address: \_\_\_\_\_

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

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

SEE THE "GREENLAND PLANNING COMMISSION SCHEDULED MEETING DATES" CHART FOR THE SUBMISSION CUTOFF DATE FOR THIS APPLICATION, AND TO KNOW WHICH MEETING DATE THIS APPLICATION WILL BE HEARD AND REVIEWED.

THE APPLICANT MUST BE PRESENT IN ORDER FOR THE MATTER TO BE HEARD. IN ALL EVENTS, NO APPLICATION SHALL BE HEARD IF THE APPLICANT IS NOT PRESENT. IF THE APPLICANT IS NOT PRESENT, THE REQUEST SHALL EITHER BE TABLED UNTIL THE NEXT REGULARLY-SCHEDULED MEETING, OR BE DENIED.

IN ORDER FOR THE PLANNING COMMISSION TO ADEQUATELY REVIEW AND PROVIDE A DETERMINATION, THE APPLICATION MUST BE COMPLETELY ANSWERED AND HAVE ALL NECESSARY SUPPORTING DOCUMENTATION

USE THE ATTACHED CHECKLIST TO ENSURE YOU HAVE ALL NECESSARY DOCUMENTS

**FOR PLANNING STAFF COMPLETION**

*To be completed by Planning Staff*

				Staff Name	Date
Zoning & Covenants Checked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N / A	_____	_____
All Plat Approvals Completed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N / A	_____	_____

**PLANNING COMMISSION FINAL DETERMINATION:**

Approved     Denied     Other Action: \_\_\_\_\_

If approved:

Sign Administrator will need to check sign code compliance     YES     NO

Landscape Administrator will need to check landscape code compliance     YES     NO

Conditions: \_\_\_\_\_

If denied, reason for denial or other action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planning Chairman Signature

\_\_\_\_\_

Date

Planning Commission meetings are held on the first Monday of each month and begin at 6:30p.m. at City Hall, 8 E. Ross, Greenland, Arkansas.

**PLEASE NOTE THE CUTOFF DATE FOR THE MEETINGS YOU WISH TO ATTEND!**

**The cutoff date for all agenda item submissions is the 20<sup>th</sup> of each month. If the 20<sup>th</sup> fall on a weekend, the submissions must be received by close of business FRIDAY preceding the weekend.**

***No submissions will be accepted after the 20<sup>th</sup> for scheduling on the next agenda.***

For any questions, please contact City Hall  
521-5760