

**TOWN OF HIGHFILL, ARKANSAS  
APPLICATION & CHECKLIST FOR**

**CONDITIONAL USE PERMIT**

***FOR STAFF USE ONLY***

***FEE: \$200.00***

Dated Application Submitted: \_\_\_\_\_  
Date Accepted as Complete: \_\_\_\_\_  
Case/Appeal Number: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

**APPLICATION FORM**

Please fill out this Application form completely, supplying all necessary information and documentation to support your Application request. Your Application will not be processed until all information requested herein is furnished. (Please type or print the information requested.)

**GENERAL INFORMATION**

1. Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**PROPERTY FOR WHICH CONDITIONAL USE IS BEING APPLIED FOR**

1. Street Address: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Record Title Holder / Owner of Property: \_\_\_\_\_

2. Describe the conditional use sought (See the list of conditional uses for the property's zoning district and the reasons why it should be approved). Describe the reasons the conditional use should be approved. Attach additional sheet if needed.

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

3. Describe any effects the proposed conditional use would have on the character of the neighborhood and residents, including, but not limited to, necessary provisions and arrangements to be made for the considerations listed below. Attach additional sheet if needed.

---

---

---

---

---

---

---

---

---

---

**List of considerations for granting a conditional use:**

- Ingress and egress to the property and proposed structures thereon, particularly pedestrian safety and convenience, traffic flow and control, and accessibility by fire trucks;
- Off-street parking and loading areas including the economic noise, glare or odor effects of the conditional use on adjoining properties and the zoning district generally.
- Refuse and service areas;
- Screening and buffering, with reference to type, dimensions, and character;
- Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with the zoning district generally;
- Required yards and other open space; and
- General compatibility with adjacent properties and the zoning district generally.

---

---

**VERIFICATION OF APPLICANT(S)**

I/We, the undersigned, herewith state on solemn oath that I/we have read the above and forgoing Application for a conditional use permit and that all the facts, statements and allegations therein contained or attached are true and correct to the best of my/our knowledge and belief and that complete disclosure of all material facts have been made.

---

---

State of Arkansas        )  
County of Benton        )

SUBSCRIBED AND SWORN to before me, a Notary Public, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

My Commission Expires:

---

---

Notary Public

## APPLICATION FOR CONDITIONAL USE PERMIT

### CHECK LIST

All of the following items must be properly completed before your Application will be considered by the Highfill Planning Commission:

- ❑ Complete and return Application with the following attached to it:
  - ❑ Copy of Warranty Deed
  - ❑ Copy of any bill of assurance, protective covenants, or other restriction filed of record
  - ❑ Copy of site plan
  - ❑ Names, addresses, and parcel numbers of all adjacent property owners (contact Benton County Assessor's office)
  - ❑ Map showing the property that is the subject of this Application and all surrounding property; print the owner's names and the correct parcel numbers on the respective properties
  - ❑ Copy of a recent survey of the property certified by a registered land surveyor
- ❑ Pay Application fee.
- ❑ Publish notice in a newspaper of general circulation in the Town of Highfill at least once, fifteen (15) days before the hearing, stating the time, place, and proposal of the applicant and the address or description of where the property is located.
- ❑ Post a sign 18 x 30 or wider as determined by the Building Inspector in the area involved ten (10) days prior to the date of the public hearing giving the same notice as in (1) of the Application, except an address or description of location is not necessary.
- ❑ Send completed notice forms by certified mail return receipt requested to all the record owners within three hundred (300) feet of the property in question; the notices must be post-marked ten (10) days before the public hearing; the town Recorder has these notice forms.
- ❑ Complete and notarize the Affidavit stating notice has been property published, posted, and mailed to adjacent owners; attach to the Affidavit:
  - a copy of all notices
  - mailing receipts
  - return cards signed by recipient
  - notices that were undeliverable
  - a photograph of the posted sign showing it to be in a conspicuous place

Return this Affidavit to the Town Recorder at least twenty (20) days before the public hearing on your Application:

Town Recorder  
11978 Highfill Avenue  
Gentry, AR 72734  
Phone: (479) 736-5711

**NOTICE OF PUBLIC HEARING  
HIGHFILL PLANNING COMMISSION  
ON APPLICATION FOR  
CONDITIONAL USE PERMIT**

TO ALL OWNERS OF LAND LYING ADJACENT TO THE PROPERTY LOCATED AT:

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

Owned by: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an Application has been filed for the conditional use of the above property as:

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

If approved, the approval will only allow the conditional use upon the property described above.

The purpose for the request for the conditional use permit is to:

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

A public hearing on said Application will be held by the Highfill Planning Commission at **11978 Highfill Avenue, Highfill, Arkansas**, on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .m.

All parties with an interest may appear and be heard at this hearing or may notify the Highfill Planning Commission of their views on this matter by letter. All persons interest in this request are invited to call or visit the Planning Office, **11978 Highfill Avenue, Gentry, Arkansas 72734**, at **(479) 736-5711**, and to review the Application and discuss the same.

**AFFIDAVIT**

I hereby certify that I, \_\_\_\_\_,  
acting as agent/owner, have provided notice to all interested parties in accordance with the requirements set forth in the instruction given with the Application for Conditional Use Permit, and the notice information provided is true and correct to the best of my knowledge. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

DATED: \_\_\_\_\_.

\_\_\_\_\_

STATE OF ARKANSAS     )  
  )SS.  
COUNTY OF BENTON     )

SUBSCRIBED AND SWORN TO before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:  
\_\_\_\_\_

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

**RESULTS OF REVIEW  
BY HIGHFILL PLANNING COMMISSION**

Date of Meeting: \_\_\_\_\_, 20\_\_.

Action Taken: \_\_\_\_\_ Approved  
\_\_\_\_\_ Denied

HIGHFILL PLANNING COMMISSION

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary, Highfill Planning Commission