



City of Cave Springs, Arkansas
Planning and Development Department

Cave Springs Staff Use Only:

Conditional Use # _____
Submittal Date: _____
Approval Date: _____
Lot Split # _____
Rezoning # _____
BZA# _____
Application Receipt # _____
Notification Receipt # _____

CONDITIONAL USE APPLICATION

1. Complete the Conditional Use application with all required documentation to support your request and submit to the Planning and Development Department at the Cave Springs City Hall, 134 North Main Street, Cave Springs, AR 72718 no later than twenty (20) Business days prior to the next month's Cave Springs Planning Commission (CSPC) meeting. The Planning Commission meets the 1st Tuesday of every month at 6:30 P.M. in the American Legion Building at the 168 W. Glenwood Avenue, Cave Springs, AR 72718. The applicant is required to fulfill all requirements of the Cave Springs Planning and Zoning Regulations and the Subdivision Regulations.
2. Submit the following with this application:
 - A. Application Fee of \$300.00 with a check made payable to the City of Cave Springs **All Fees are Non-Refundable**
 - B. One (1) copy of a current survey, prepared by a Professional Land Surveyor or Engineer, that includes:
 - North arrow, graphic scale, preparation date, full legal description(s), signed with Professional Seal
 - All existing and proposed property lines and dimensions
 - All existing buildings represented to graphic scale and dimensioned from existing and newly proposed property lines
 - All adjacent street names labeled, street widths and existing access limitations.
 - Location of wet and dry watercourses, and other significant features within the tract
 - Location of all existing building lines, utility, drainage and any other existing easements, dedicated rights-of-way of record, all with reference to Book and Page where filed and recorded
 - C. A professionally drawn and accurately scaled, Site Plan that indicates the following:
 - North Arrow, scale of drawing and drawing preparation date.
 - All proposed property lines and dimensions.
 - All proposed buildings, improvements and their setbacks from property lines.
 - Location of all existing and proposed easements
 - All adjacent streets, street widths and existing access limitations.
 - Landscape Plan
 - D. A typed (not hand written) narrative addressing the Conditional Use requested, indicating the project location, current zoning, current use with an explanation of the requested Conditional Use and its justification. The Planning Commission may grant a Conditional Use only when it finds adequate justification for the requested Conditional Use.
 - Specifically provide information for the three (3) following justifications for the requested Conditional Use Narrative:
 - i. Explain how the proposed Conditional Use is in harmony with the purpose and intent of the Cave Springs Planning and Zoning Regulations.
 - ii. Explain the characteristics of the proposed Conditional Use and its operation on the subject property in question in relation to adjacent properties and how it will not create any greater adverse impact than the operation of any permitted use not requiring a Conditional Use approval.
 - iii. Explain how the Conditional Use, if granted, will not cause substantial detriment to the public good and how the proposed Conditional Use will comply with all conditions and requirements established in the Planning and Zoning Regulations.
 - E. The names and addresses of all of the property owners of the subject property requesting the Conditional Use and evidence of the unified control of the property.
 - F. A complete and accurate legal description of the subject property with attached copies of any legal instruments referred to such as deeds, plats, covenants and/or restrictions.
 - G. Provide the total area of the property in square feet and acreage.
 - H. Notification and Publication Requirements:
 - A Certified List of all adjoining property owners within a three hundred (300) foot radius of the subject property.
 - Provide a Certified List and three (3) sticker copy sheets (for mailings) of each of the names and addresses of all adjoining property owners within a three hundred (300) foot radius of the subject property, professionally prepared, signed and sealed by a Land-use Professional, Benton County or a Title Abstract Company plus \$7.00 fee per each name on the three hundred (300) foot radius List for the required certified mailing notifications.



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- Notice of Hearing must be published as a Legal Advertisement at least one time in a newspaper of general circulation in the City at least fifteen (15) days prior to the hearing - the Northwest Arkansas Democrat-Gazette will provide a price for the applicant that must added into the Notification Fee
- Totaled Notification Fees with a check made payable to the City of Cave Springs **All Fees are Non-Refundable**

3. At the Public Hearing, the Cave Springs Planning Commission (CSPC) will approve or deny the Conditional Use request based on the merits of the proposal and the facts presented. Please note that the required narrative that explains the Conditional Use and the information that details the justification of the Conditional Use with any additional documentation will be submitted to the Planning Commission for their consideration. You are strongly encouraged to attend the public hearing to respond to any questions or requests for clarification that the Planning Commission might have; should you be unable to attend, a representative at your direction should attend.

Required Conditional Use Information

Owner(s) of Record: _____

Address of Parent Tract or Subject Property: _____

Square Footage & Acreage | Tract Size: _____

Street frontage in linear feet on City or County maintained street: _____

Current Zoning: _____ Current Use _____

Brief Written Explanation of Project and Conditional Use: _____

Brief Written Explanation of Justification for Conditional Use:

1. Explain how the proposed Conditional Use is in harmony with the purpose and intent of the Cave Springs Planning and Zoning Regulations _____
2. Explain the characteristics of the proposed Conditional Use and its operation on the subject property in question in relation to adjacent properties and how it will not create any greater adverse impact than the operation of any permitted use not requiring a Conditional Use approval. _____
3. Explain how the Conditional Use, if granted, will not cause substantial detriment to the public good and how the proposed Conditional Use will comply with all conditions and requirements established in the Planning and Zoning Regulations. _____

Property Owner(s) | Authorized Agent: I certify under the penalty of perjury that I am the owner of the property that 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 indicating that the agent is authorized to act on his/her behalf.

Signature of Property Owner(s): _____ Date: _____

Name(s): _____ Phone #: _____

Mailing Address: _____ Email: _____