

WASHINGTON COUNTY CUP SUBMITTAL CHECKLIST

Additional Residential Unit

The following must be turned in to the Planning Office by the **submittal date** for your CUP to be reviewed by the Planning Board. **(Incomplete applications will not be included on the agenda.)**

1. Submit a completed "CUP Application Form" (attached).
2. Pay CUP review fee: \$100.00
3. Submit a letter to the Board describing the proposal.
4. Submit a concept or sketch plan **showing the location of the existing house and the proposed unit** and other pertinent information as follows:
 - a. Distance from other structures (homes, sheds, barns, etc.) on the property to the proposed unit
 - b. Distance from the road Right of Way (or access easement) to the proposed unit
 - c. Distance to side, front, and rear property lines from the proposed unit
 - d. The location of: parking areas, the driveway, other interior roads, septic areas, wells, water taps, etc.
5. Acceptable soil work with a report from a designated representative of the Health Department stating that there is enough capacity for additional sewage with the existing system and alternate areas, or a complete separate septic system design. In any event, the septic system must be installed and operational prior to the occupancy of the new home.
6. Proof that a water tap to accommodate the new home is available or that there is adequate space for a well on the property along with both septic systems, as per Arkansas Department of Health Standards.

NOTES:

- A. The Planning Administrator shall send a certified letter to all adjoining property owners within three hundred feet (300') of the exterior boundary of the proposed development at least fourteen (14) days prior to the scheduled meeting of the Planning Board at which the plat is to be reviewed, said Notice shall state the date, time, and place of the proposed development review. **The developer shall reimburse the Planning office the actual costs of mailing plus \$0.15 (per notice sent).** Contact the Planning Office for details.
- B. All CUPs must be ratified by the Quorum Court if they are approved by the Planning Board/Zoning Board of Adjustments. This ratification usually takes place at the next regularly scheduled Quorum Court meeting (the third Thursday of each month, unless otherwise scheduled).
- C. Any applicant or member of the public may appeal the approval or denial of a CUP within 30 days of the decision of the Planning Board/Zoning Board of Adjustments. Contact the Planning Office for appeal forms and additional details.
- D. Certain properties may be subject to private covenants or deed restrictions. Washington County cannot regulate or enforce covenants or deed restrictions. It is the responsibility of each individual property owner to be aware of and comply with any applicable covenants or deed restrictions. The applicable POA or other private parties may have the authority to take legal action as a result of a violation of these private covenants or deed restrictions

WASHINGTON COUNTY, ARKANSAS **CONDITIONAL USE PERMIT (CUP) APPLICATION**

Notice: Conditional Use Permits to be placed on the Planning Board meeting agenda must have applications turned in to the Planning Office by the submittal date (shown on a schedule available from the Planning Office.)

Name of Development:

Applicant:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

The following statements and answers herein made and all data, information, and evidence herewith submitted are, 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 this application. I understand that the County might not approve what I am applying for, or might set conditions on approval.

Signature of Applicant: _____ Date: _____

Property Owner:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent 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 or Agent: _____ Date: _____

Additional Contacts:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Name: _____
Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

APPLICATION CONTINUES ON BACK.

Property Information:

Proposed Use: _____
Total Acreage of Property: _____ Total Number of units Proposed: _____

Utility Information:

(Check box if utility has existing lines on or fronting the property and write the name of the company.)

Water company name: _____ Electric Company name: _____
 Gas company name: _____ Telephone company name: _____
 Cable company name: _____ Sewer System / Septic: _____

Parcel Information:

Tax Parcel Numbers: _____ - _____ - _____
Planning Area: _____ Current Zoning: _____
Floodplain: yes no Map #: _____ Floodplain type (A, AE, etc.): _____

Road Information:

U.S., State, or County road # giving access to property: _____
Road surface (asphalt, gravel, unimproved, etc.): _____ Right of way width: _____

ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.

Below (Article 10 of the Washington County Zoning Ordinance) is the criterion set out by the Zoning Ordinance for the allowance of Conditional Uses.

Please submit a written (or typed) summary of the uses proposed on the property, suggested conditions that you may feel create with compatibility with the surrounding property, and any other pertinent information that may be used by Planning Staff or the Planning Board for deliberation of this application (pictures, concept plans, etc).

If you feel your development does is aligned with the criteria set on in Article 10, (1) A-G, then please state and specify your rationale for such.

As per state statute, the plans of cities (for their planning areas) within the County must be considered in the Zoning process. If your project lies within the Planning Area of a City, please contact County Planning Staff to see what the Future Land Use map (based upon the Future Land Use plans of cities for their Planning Areas) may show for your proposed development.

Please note that, while not required- a concept or sketch plan (drawn to scale), will be highly beneficial to Staff and the Zoning Board of Adjustments in this process. Please include at least 24 copies of all materials larger than 11" x 17" in size.

ARTICLE 10. Criteria for Allowance of Conditional Uses:

(1) The Zoning Board of Adjustment shall hear and decide requests for a conditional use and may authorize such if it finds:

- a. ***That a written application has been filed with the Planning Office and the appropriate fee has been paid.***
- b. ***That each property owner as set out in Article 14 has been notified by return receipt mail.***
- c. ***That adequate utilities, roads, drainage and other public services are available and adequate or will be made available and adequate if the use is granted.***
- d. ***That the proposed use is compatible with the surrounding area.***

- e. ***That the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.***
- f. ***That the Conditional Use will not be injurious to the use and enjoyment of other property in the surrounding area for the purposes already permitted, nor substantially diminish and impair property values within the surrounding area.***
- g. ***That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding area for uses permitted in the zone.***

(2) If it is determined that there exist conditions that could be imposed by the Board that would significantly lessen the impact of the aforesated, then the Board has the power to impose said conditions which shall be specifically set forth.

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OFFICE USE ONLY:

Conditional Use Permit Approval: _____
County Preliminary Approval: _____ County Final Approval: _____

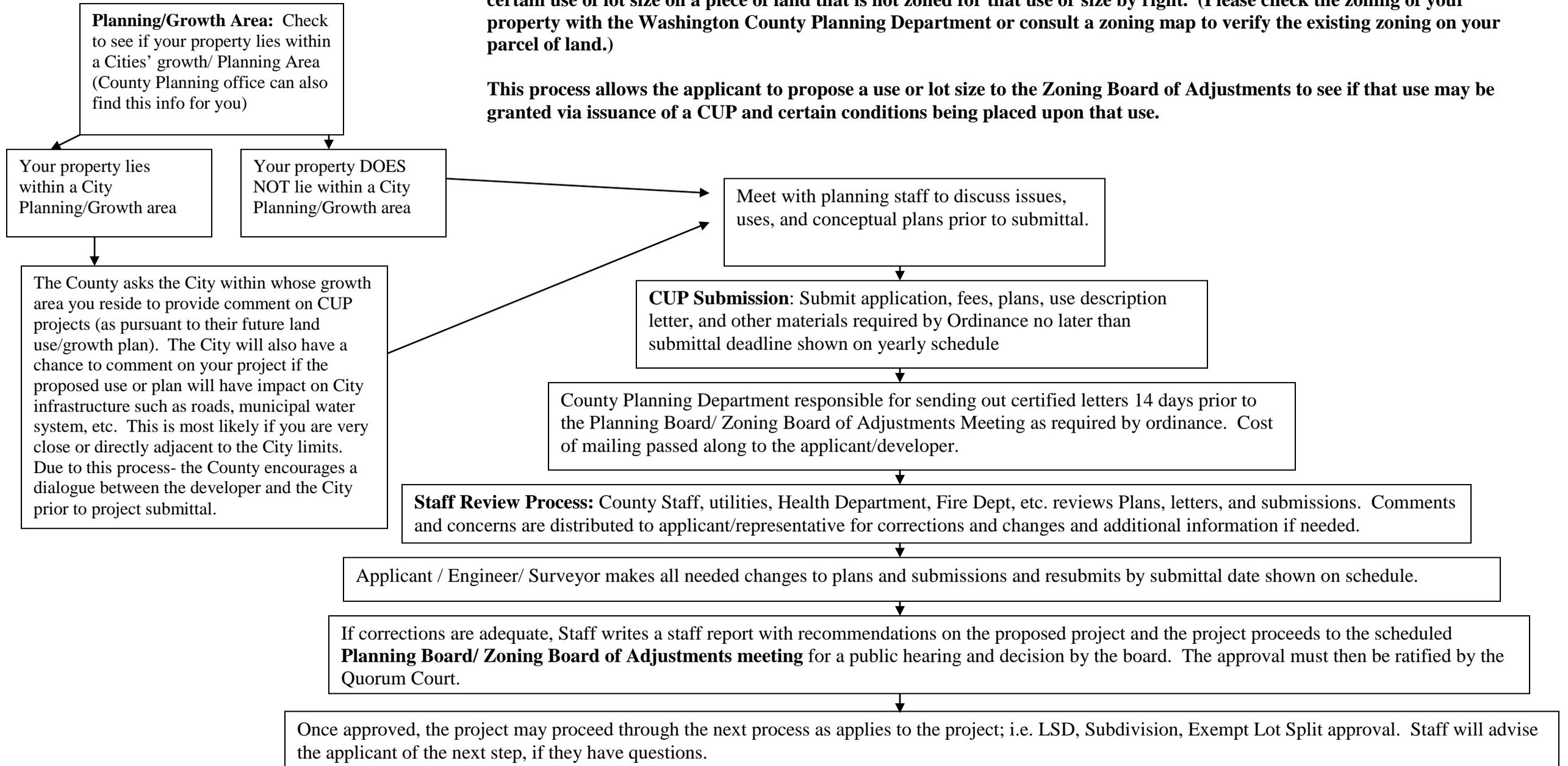
Tabled Dates: _____

Notes: _____

Washington County Conditional Use Permit (CUP) Process

A Conditional Use Permit (CUP) is required when a property owner, developer, or prospective buyer wishes to have a certain use of lot size on a piece of land that is not zoned for that use or size by right. (Please check the zoning of your property with the Washington County Planning Department or consult a zoning map to verify the existing zoning on your parcel of land.)

This process allows the applicant to propose a use or lot size to the Zoning Board of Adjustments to see if that use may be granted via issuance of a CUP and certain conditions being placed upon that use.



2016



Washington County Planning Board and Zoning Board of Adjustments Meeting Schedule, Submittal Schedule, and Tech. Review Dates

Submittal Date	Tech. Review	Resubmittal	Planning Board/ ZBA Meeting Date	Quorum Court Meeting Date <small>CUPs only</small>
2:00 p.m. deadline	Tuesday, 9:30 a.m. (unless otherwise noted)	Address tech review comments	Thursday, 5:00 p.m. (unless otherwise posted)	must be ratified by the Q.C. Thursday, 6:00 p.m.
December 4, 2015	December 15, 2015	December 22, 2015 (9:00 a.m.)	January 12, 2016 (Tuesday)	TBA
December 31, 2015	January 14, 2016 (Thursday)	January 21, 2016 (9:00 a.m.)	February 4, 2016	February 18, 2016
February 5, 2016	February 16, 2016	February 19, 2016 (2:00 p.m.)	March 3, 2016	March 17, 2016
March 4, 2016	March 15, 2016	March 22, 2016 (9:00 a.m.)	April 7, 2016	April 21, 2016
April 8, 2016	April 19, 2016	April 22, 2016 (2:00 p.m.)	May 5, 2016	May 19, 2016
May 6, 2016	May 17, 2016	May 20, 2016 (2:00 p.m.)	June 2, 2016	June 16, 2016
June 3, 2016	June 14, 2016	June 17, 2016 (2:00 p.m.)	June 30, 2016	July 21, 2016
July 8, 2016	July 19, 2016	July 22, 2016 (2:00 p.m.)	August 4, 2016	August 18, 2016
August 5, 2016	August 16, 2016	August 23, 2016 (9:00 a.m.)	September 8, 2016	September 15, 2016
September 9, 2016	September 20, 2016	September 23, 2016 (2:00 p.m.)	October 6, 2016	October 20, 2016
October 7, 2016	October 18, 2016	October 21, 2016 (2:00 p.m.)	November 3, 2016	November 17, 2016
November 4, 2016	November 15, 2016	November 22, 2016 (9:00 a.m.)	December 8, 2016	December 15, 2016

Conditional Use Permits, Subdivision Plats, and Large Scale Development Plans to be placed on the Planning Board meeting agenda must be turned into the Planning Office by 2:00 p.m. on the submittal date shown on the schedule. All items required must be included with your submittal (this includes drainage reports, traffic studies, fire flow etc. - when required). Please consult your checklist to ensure that you have all items required for submittal or your project will not be placed on the agenda.

If approved by the Planning Board/Zoning Board of Adjustments, all Conditional Use Permits must be ratified by the Quorum Court. This ratification usually takes place at the next regularly scheduled Quorum Court meeting. Any applicant or member of the public may appeal the approval or denial of a CUP within 30 days of the decision of the Planning Board/Zoning Board of Adjustments. Contact the Planning Office for appeal forms and additional details.

MEETING AND TECH REVIEW TIMES AND LOCATIONS

Planning Board/Zoning Board of
Adjustments Meeting Time and Location:

5:00 p.m. (unless otherwise posted)
Washington County Courthouse
Quorum Court Room
280 N. College
Fayetteville, AR 72701

Tech. Review Time and Location:

9:30 a.m. (unless otherwise stated)
Washington County Operations & Maintenance Center Conference Room
2615 Brink Drive
Fayetteville, AR

(Tech Review time slots will be assigned and communicated to individual projects prior to each meeting)