



**CITY OF WEST FORK, AR**  
**APPLICATION**  
**CONDITIONAL USE**

The Planning Commission schedule of meeting dates and submission deadlines must be followed to be placed on the Planning Commission meeting agenda. Late and/or incomplete applications will not be addressed by the commission. Returned checks will void the application. The Planning Commission meets on the 3<sup>rd</sup> Thursday of each month at 6:30 pm in the West Fork City Council Chambers, 262 W. Main St., West Fork, AR 72774.

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

Owner's Business Name: \_\_\_\_\_

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

If Representative, also list your Name, Title, Company, Address and Phone: \_\_\_\_\_

\_\_\_\_\_

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

Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Physical address of property affected by this application: \_\_\_\_\_

\_\_\_\_\_

Statement of Conditional Use: \_\_\_\_\_

\_\_\_\_\_

**Applicant:** By signing below, the applicant affirms that he/she is an owner of record, as evidenced by document(s) on file in the Washington County Circuit Clerk's Office, of the property in this application. If owner is acting through an agent, proper written authorization must accompany the application. Applicant affirms having provided true and accurate information herein. Applicant also affirms by signature that he/she has read, understands, and agrees with, and agrees to comply with the applicable conditions and requirements as set forth in the West Fork Code of Ordinances.

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

Applicant Initials: \_\_\_\_\_

## REQUIREMENTS PRIOR TO AUTHORIZATION: CONDITIONAL USE

1. Read and complete application form, initial each page, pay fee and file application at the City Administration Building, 164 N. Centennial Ave., West Fork, AR 72774.
2. It is the applicant's responsibility to ensure that the application is correct in all respects. The applicant is urged to seek legal advice at his/her expense, and it is the applicant's responsibility to obtain any legal counsel necessary in order to correctly complete the forms. **The City Staff will review the application for completeness only.**
3. Public services and utilities must be available and adequate.
4. Fire protection must be adequate.
5. The proposed use must be compatible with the surrounding area and the planned use for the area.
6. Screening and egress to location must be safe and convenient.
7. Off-street parking and loading areas must be adequate.
8. Refuse and service areas cannot cause adverse effects on adjacent properties.
9. Off-street parking and loading cannot cause adverse effects on adjacent properties.
10. Signs must be in compliance with the city's sign ordinance.
11. All paperwork and fees must be submitted to the city by the Thursday (a week) prior to the Thursday meeting of the Planning Commission.
12. After all documents have been submitted, a technical review will be completed by the Fire Chief, Public Works Director and Planning Commission Representative. This review must be completed before the applicant can be placed on the Planning Commission meeting agenda.
13. The **applicant must be present in person and/or by representative at the Planning Commission meeting**. If no one attends, the application may be denied and a new application process and fee may be required to re-file.
14. If the Planning Commission determines all pre-qualifications are met, the Planning Commission will set a date for a public hearing regarding the application.
15. Applicant must, at his/her own expense, give notice of the public hearing as required below. The notice should be substantially the form attached.  
Before the Planning Commission may consider a request for Conditional Use of any property, the petitioner shall give not less than ten (10) days written notice of the time, place and date of the public hearing to all record owners of property within 200 feet as certified by a licensed abstractor. Said notice shall be sent by certified or registered mail to the last known address of each record owner and the petitioner shall execute and file with the Planning Commission a notarized Affidavit showing compliance herewith attaching as exhibits to such Affidavit official evidence that said notices have been so mailed.  
The above Notice shall also be published in a newspaper of general circulation within the City of West Fork not less than 15 days prior to the date of the public hearing.
16. The notarized Affidavit required and supporting exhibits (return receipts, certified abstract list of property owners of record, copy of notice advertisement of record) shall be filed at the City Administration Building no later than six (6) calendar days prior to the hearing date.
17. The **applicant must be present in person and/or by representative at the public hearing** and be prepared to answer any questions the Planning Commission or interested parties may have.

**NOTE:** See pages 4-5 for checklist and required authorizations under West Fork Administrative Entries.

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**FEES: Conditional Use - \$100.00**  
(Ord. No. 473, Sec. 1.)

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(FORM OF NOTICE)

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NOTICE

NOTICE IS HEREBY GIVEN THAT PURSUANT TO THE PROVISIONS OF THE CODE OF ORDINANCES OF THE CITY OF WEST FORK, THE FOLLOWING PETITION FOR CONDITIONAL USE HAS BEEN SET FOR HEARING BEFORE THE PLANNING COMMISSION IN THE WEST FORK CITY COUNCIL CHAMBERS, 262 W. MAIN ST., WEST FORK, ARKANSAS, 72774, ON

\_\_\_\_\_ (date)

\_\_\_\_\_ (time)

PETITION FOR CONDITIONAL USE BY \_\_\_\_\_

(owner's name)

PHYSICAL LOCATION AND ADDRESS OF SUBJECT PROPERTY:

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

LEGAL DESCRIPTION OF SUBJECT PROPERTY:

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

STATEMENT OF CONDITIONAL USE OF SUBJECT PROPERTY:

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

All interested parties may appear and be heard at said time and place. A copy of the Petition and supporting documents are available for review at the City Administration Building, 164 N. Centennial Ave., West Fork, Arkansas 72774.

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**West Fork Administrative Entries**

Fee paid. Date: \_\_\_\_\_ City Administrator's Initials: \_\_\_\_\_

Cash    Check # \_\_\_\_\_

1. Are public services and utilities available and adequate?

yes    no \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director

Comments: \_\_\_\_\_

2. Is fire protection adequate?

yes    no \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

Comments: \_\_\_\_\_

3. Is the proposed use compatible with the surrounding area and the planned use for the area?

yes    no \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission Representative

Comments: \_\_\_\_\_

4. Is screening and egress safe and convenient?

yes    no \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission Representative

Comments: \_\_\_\_\_

5. Are off-street parking and loading areas adequate?

yes    no \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission Representative

Comments: \_\_\_\_\_

6. Will refuse and service area not cause adverse effects on adjacent properties?

yes    no \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission Representative

Comments: \_\_\_\_\_

**West Fork Administrative Entries** (continued from page 4)

7. Will off-street parking and loading areas not cause adverse effects on adjacent properties?

yes  no \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission Representative

Comments: \_\_\_\_\_

8. Will signs be in compliance with West Fork's sign ordinance?

yes  no  N/A \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission Representative

Comments: \_\_\_\_\_

Initial application review by Planning Commission. Date: \_\_\_\_\_ Rep. initials: \_\_\_\_\_

Application Accepted:  yes  no  tabled for up to \_\_\_\_\_ days Comments: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Planning Commission Approved After Public Hearing:  Yes  No  Approved with

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If the owner ceases to comply with the conditions listed above, the Conditional Use Permit may be revoked and the owner may be fined for non-compliance.**

Planning Commission Rep. Sig.: \_\_\_\_\_ Date: \_\_\_\_\_