

PLANNING COMMISSION

CONDITIONAL USE

APPLICATION FOR CONDITIONAL USE PERMIT

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PROPERTY OWNER

TELEPHONE

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ADDRESS

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PROPERTY ADDRESS IF DIFFERENT FROM HOME ADDRESS

Describe present use of property and nature and condition of all adjacent uses and structures.

Describe proposed use of property.

Attach hereto sufficient maps, drawings and documents necessary for the Planning Commission to determine conformance with all provisions of the Zoning Ordinance. Notice of the public hearing shall be published in a newspaper of general circulation in Paragould, not less than ten (10) days prior to the date of said hearing. The public notice shall give the particular location of the property and the type of use for which the permit is requested. Proof of publication is to be filed in the City Clerk's office.

AND

Notice of public hearing shall be given to adjacent property owners and owners of property located across any streets from the subject property by certified mail at least ten (10) days prior to the public hearing. Applicants must show proof of certified mail, receipt or refusal.

## CHECKLIST

### 10 DAYS OR MORE PRIOR TO MEETING

\_\_ Publish Notice of Public Hearing once in a newspaper of general circulation in the City. Notice must be signed by a City Inspector. (Notice attached)

\_\_ Notify surrounding land owners by certified mail – return receipt requested.

\_\_ Map of subject property with surrounding land uses, addresses and owners. Map must be sent to commissioners and city inspectors .

\_\_ File application containing explanation of request along with an original map with the City Clerk.

\_\_ Notice must be given to all commissioners and city inspectors. \*\*\*\*See Planning Commission List\*\*\*\*

(These do not have to be certified mail, but must reach commissioners and city inspectors 10 days prior to the meeting.)

### FRIDAY BEFORE MEETING ON TUESDAY

\_\_ Make copies of returned certified mail receipts and proof of publication. File originals with City Clerk.

NOTICE OF PUBLIC HEARING  
ON APPLICATION FOR CONDITIONAL USE

NOTICE IS HEREBY GIVEN THAT an application by \_\_\_\_\_  
for a conditional use permit has been filed with the Planning and Zoning Commission of  
Paragould wherein the request is made for a conditional use permit at the property located at  
\_\_\_\_\_ and is described as:

A PUBLIC HEARING on said application will be held by the Paragould Planning Commission  
at 7:00 p.m. on \_\_\_\_\_20\_\_ at City Hall in the Council Room.

ALL PARTIES IN INTEREST MAY BE HEARD as the same time and place or may notify the  
Planning Commission by letter of their views on this matter.

THE PROPOSED AMENDMENT is on file for public inspection at the City Clerk's Office in  
City Hall.

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

Paragould Planning Commission

By: \_\_\_\_\_