

PLANNING COMMISSION

CONDITIONAL USE

PARAGOULD PLANNING COMMISSION
PLANNING AND ZONING

<u>NAME & ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
Mike Finch, - Chairman 311 N. 72 nd St. forfinch@paragould.net	239-5335	12/31/2021
Steve Adams, - Vice-Chairman 215 N. 23 rd St. sladams@grnco.net	236-2066	12/31/2021
Brett Bradford 3317 Persimmon Ridge Rd brettb@paragould.com	215-2317	12/31/2022
Marty Buchman 1000 Northwood Dr. martinbuchman@msn.com	573-0190	12/31/2020
Jake Bland 1833 Linwood Dr. jacob.bland@bxs.com	240-1811	12/31/2020
Lance Liddell 207 Bogil Road lanceliddell@gmail.com	212-0554	12/31/2020
Debbie Rawls 3203 Porter Drive debbie@debbierawls.com	476-4000	12/31/2022

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301 W. Court St.
(870-239-7513)

CITY INSPECTORS

Wayne Weaver, Deputy Inspector
Greg Trout, Deputy Inspector

SECRETARY

Lorna Jaco

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MEETS 1ST THURSDAY NIGHT OF THE MONTH AT 6:00 P.M. IN COUNCIL MEETING ROOM AT CITY HALL - 301 W. COURT.

Paperwork must be in the hands of the commissioners, City Inspectors, secretary and city clerk by Friday prior to the meeting on Thursday. All fees must be paid to the city clerk by **Friday** prior to the meeting on Thursday.

APPLICATION FOR CONDITIONAL USE PERMIT

PROPERTY OWNER

TELEPHONE

ADDRESS

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 business (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 business (10) days prior to the public hearing. Applicants must show proof of certified mail, receipt or refusal.

CHECKLIST

10 BUSINESS 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 Planning Commission secretary. (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, code enforcement officer and secretary.

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

___ Notice must be given to all commissioners, city inspectors and secretary. ****List Attached**** (These do not have to be certified mail, but must reach commissioners and city inspectors 10 business days prior to the meeting.)

FRIDAY BEFORE MEETING ON THURSDAY

___ Make copies of returned certified mail receipts and proof of publication and pay Fees. 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 6:00 p.m. on _____ 20____ at City Hall in the Council Room. 301 W. Court Street

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: _____
Secretary