

CITY OF RUSSELLVILLE

SPECIAL USE PERMIT

CHECKLIST

THE FOLLOWING MUST BE INCLUDED WITH ANY REQUEST FOR SUBMITTAL TO THE RUSSELLVILLE PLANNING COMMISSION FOR A SPECIAL USE PERMIT. FAILURE TO INCLUDE ALL ITEMS LISTED BELOW MAY RESULT IN REVIEW BEING DELAYED UNTIL SUCH INFORMATION IS PROVIDED. PLEASE CHECK OFF EACH ITEM SIGNIFYING THAT THEY HAVE BEEN INCLUDED IN YOUR SUBMISSION, SIGNED AND DATED BELOW.

APPLICATION:

_____ Petition filled out in full and returned to the Planning Office 20 days prior to the Planning Commission Meeting, which is the 4th Monday of each month.

_____ Notarized copy of the Appointment of Agent.

_____ \$50.00 filing fee made out to Russellville Planning Commission.

_____ Notified in written form the owner(s) of each separate parcel of land within 200 feet to include the purpose, date and time of the public hearing.

_____ *Notice of Public Hearing* published of general circulation in the City of Russellville at least one time fifteen (15) days prior to the Planning Commission Meeting, which is held the 4th Monday of each month.

(The Planning Office will prepare the notice, but it's your responsibility to have it published).

_____ A sign placed on the site 15 days prior to the hearing date.

_____ \$50 dollar deposit when the sign is picked up.

(Failure to return the sign 5 days after the public hearing will result in forfeiture of the deposit).

_____ Submit to the Planning Office an editor's affidavit of *Proof of Publication*.

Map

_____ Survey or similar print of the property to Include:

1. Location
2. Intended use of the site
3. All boundary lines
4. Location of buildings on the property
5. Name of landowners and existing uses within 200 feet of the boundary line of the property upon which the special use is to be located
6. Must show any parking space to be located upon the property and the type of surface

PROCEDURE FOR SUBMITTING A SPECIAL USE PERMIT

1. Attached is a petition for a special use permit. The petition must be submitted to the Planning Office at the Department of Public Works 20 days prior to the next regular Planning Commission meeting. The Planning Commission meets on the 4th Monday of each month at 7:00 p.m. in the Council Chambers at City Hall.
2. Submit the completed petition and attachments to the Planning Office along with a \$50.00 filing fee.
3. The Planning Office will place your petition on the agenda for the next regular Planning Commission meeting requesting that the Commission conduct a public hearing on your petition.
4. The Planning Office will prepare a legal notice of this hearing. The legal notice must be published in a newspaper of general circulation in the City of Russellville at least one (1) time fifteen (15) days prior to the public hearing. You will be responsible for picking up this notice, delivering it to the newspaper, paying the publication fee, and submitting an editor's affidavit of proof of publication to the Planning Office at the Department of Public Works.
5. You are responsible for sending, by written notice of the purpose of your petition and the date and time of the public hearing to all property owners 200 feet of the boundary line of the property upon which the special use is to be located. Bring the postal return receipt slips to the Planning Office at Department of Public Works ten (10) days prior to the hearing as proof of notification. We will attach the receipts to your original petition.
6. Finally, you must place a sign on the property fifteen (15) days prior to the date of the public hearing on which is set forth the petitioner's name, address of the proposed property, and the date and place of the hearing. The Planning Office will furnish the sign. You will be required to pay a \$50.00 deposit when you pick up the sign. Failure to return the sign five (5) days after the public hearing will result in forfeiture of the deposit.
7. If the Planning Commission recommends approval of your petition, it must be approved by the City Council by resolution before it is official. You or your attorney will need to prepare the resolution and submit it to the City Attorney's Office at City Hall at least 8 (eight) days prior to the regular City Council meeting the third Thursday of each month.

For more information contact Lequitta A. Jones at 968-1002 or 968-2406.

CASE NO: _____
FILING DATE: _____

**PETITION FOR SPECIAL USE PERMIT: Russellville Zoning Code 1740 Article VI.
TO THE RUSSELLVILLE PLANNING COMMISSION:**

Application is hereby made to the City Planning Commission for a Special Use Permit:

1. Legal Description: _____

2. Street address or approximation thereof: _____

3. Title to this property is vested in: _____
Address: _____

3. Zoning classification: _____

5. Intended use of the site: _____

6. (There are) (There are no) deed restrictions pertaining to the use of this property. Any restrictions are described: _____

7. A professional map of the subject property is attached herewith and the map shows:
 1. The location and intended use of the property, all boundary line of the property upon which the special use is to be located.
 2. Names of landowners and existing land uses within 200 feet of the boundary line.
 3. Show any parking space to be located upon the property and the type of surface.

Signed by the Petitioner: _____
Address: _____

Telephone: _____

Under penalties of perjury, I declare that I have examined this petition, including accompanying materials and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

