

**PREAPPLICATION FOR CONDITIONAL USE**  
(For any conditional use request other than a tandem lot)

**PROPERTY LOCATION:**

(street address or layman's description)

**PROPERTY OWNER:**

(Record Title Holder of the Property as shown on a deed of record in the County):

Note: If property is in the ownership of someone other than individuals documentation must be included that indicates who is authorized to represent the property owner(s)

**Zoning District of Property:**

**Description of the Conditional Use sought:**

**Use Unit Designation:**

Is the Use Unit allowed as a Conditional Use on Appeal to the Planning Commission in the Zoning Ordinance: \_\_\_\_\_ yes, \_\_\_\_\_ no.

(If the answer is no then the intended use can only be allowed if the property is rezoned.)

**Occupancy Classification of the structure as determined by the Building/Fire Code:**

**Current Occupancy Classification** \_\_\_\_\_

Chief Building Official \_\_\_\_\_

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

Fire Marshal \_\_\_\_\_

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

**Occupancy Classification required for intended use** \_\_\_\_\_

Chief Building Official \_\_\_\_\_

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

Fire Marshal \_\_\_\_\_

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

Does the structure have an occupancy permit for the intended use? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, proceed with an **Application for a Conditional Use on Appeal**.

If no, an **Application for a Conditional Use on Appeal** **cannot** be filed until:

1. A statement has been obtained from the chief building official and fire marshal indicating compliance of the structure to adopted building and fire codes for the proposed conditional use or required upgrades and/or improvements required for use of the structure for the proposed conditional use.
2. A notarized statement by the property owner and applicant recognizing all structural alterations requirements that must be completed inspected and approved prior to occupancy of the structure.

Note: If upgrades and/or improvements are required for the conditional use to be allowed in the structure a registered design professional would need to submit plans per the 2012 Arkansas Fire Prevention Code, Volume II: Building – Section 107.1, "....A registered design professional, an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering shall be required and shall affix his or her official seal to said drawings, specifications, and accompanying data.....".

**STATEMENT OF RECOGNIZATION OF  
STRUCTURAL REQUIREMENTS IN CONJUNCTION WITH A  
CONDITIONAL USE ON APPEAL**

I/We the undersigned do hereby recognize, by execution of this statement, that the structural alterations identified by the chief building official and fire marshal as stated below and attached and made a part of this statement are required in order for a Use Unit \_\_\_\_\_ in a \_\_\_\_\_ zoning district to be considered as a Conditional Use on appeal for a structure located at \_\_\_\_\_.

**Please attach statement obtained from the chief building official and fire marshal of required upgrades and/or improvements for compliance of the structure for the above cited conditional use.**

I/We the undersigned do hereby recognize, by execution of this statement, that the structural alterations identified above must be completed, inspected and approved prior to occupancy of the structure as identified above.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Property Owner**

State of Arkansas)

County of \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_