



City of Gravette
 202 Main St. NE
 Gravette, AR 72736
 P: 479-787-5757
 F: 479-787-5018

City of Gravette VARIANCE AND CONDITIONAL USE APPLICATION

Please complete the entire form. Your application will not be placed on the Board of Adjustment or Planning Commission agenda until completed application and required information is received by the planning department.

Applicant name:	Property owner name:
Address:	Property address:
Phone number:	Phone number:
Email:	Email:

Type of request: Variance from zoning Ordinance Administrative appeal Conditional Use Permit
 Board of Adjustment appeal Alley or easement vacation

Explain request:

Item	Fee	Item	Fee
Variance	\$200.00	Conditional use permit	\$200.00
Appeal	\$100.00	Alley or easement vacation	\$100.00

Applicant/Representative: I certify under penalty of perjury that the foregoing statements and answers herein made, and all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City of Gravette might not approve this request or might set conditions on approval.

 Signature

 Date

Property Owner/Authorized Agent: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and I have read and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf)

 Signature

 Date



City of Gravette VARIANCE AND CONDITIONAL USE CHECKLIST

Application procedure

Requests are reviewed and approved or denied by the Board of Adjustment for Variances and Planning Commission for Conditional Use requests.

THE PETITIONER OR A REPRESENTATIVE MUST ATTEND THE BOARD OF ADJUSTMENT OR PLANNING COMMISSION MEETING DURING WHICH THE REQUEST WILL BE REVIEWED.

Items 1-5 must be submitted with application or it will not be accepted.

1. Completed application form
2. Payment of application fee
3. VARIANCE: Plan drawings (size 8 ½x11 or 11x17)
 - a. Submit six copies of the site plan, drawn to scale, showing all existing and proposed structures, and dimensions from the structure to the property line.
 - b. Existing setbacks and required setbacks must also be shown on the site plan.
4. VARIANCE: Warranty deed
 - a. A copy of the warranty deed showing the current ownership of the property is required. A survey may be required if the deed cannot be accurately drawn to meet the Arkansas minimum survey accuracy standards. If you do not have a warranty deed, a copy may be obtained from the Benton County Circuit Clerk's office.
5. Narrative
 - a. A typed or written statement addressing each of the following:
 - i. Identification of current zoning designation, including current owner information and any proposed sales.
 - ii. Reason or need for variance request
 - iii. Statement of how requested variance will conform to surrounding properties concerning:
 1. Use
 2. Traffic
 3. Signage
 4. Appearance
 - iv. If applicable, availability of water and sewer, including size of lines. If direct water and/or sewer is not available, describe how lines will be accessed and connected.
6. At the request of the planner, the Board of Adjustment, or the Planning Commission, applicant may be requested to provide:
 - a. Photographs, an architect's rendering, or a proposed building plan
7. VARIANCE: After all items have been received, a date for public hearing will be scheduled to occur during a regularly scheduled Planning Commission meeting. The Planning Commission normally meets the second Tuesday of the month. THE PETITIONER OR A REPRESENTATIVE MUST ATTEND THE PUBLIC HEARING TO ANSWER ANY QUESTIONS FROM THE PLANNING COMMISSION.
8. VARIANCE: After the public hearing, the Board of Adjustments or the Planning Commission will either approve or deny the request. A denied application may be appealed to the City Council by filing a letter of appeal with the City Clerk within fifteen days of denial.