



CITY OF
Siloam Springs

SPECIAL USE APPLICATION REQUEST

NOTE: COMPLETE SECTIONS IN WHITE.

Application #	Date	Reviewed By
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Subject Property Address _____

Owner/Developer _____	Address _____
Phone _____	Fax _____ E-mail _____

Agent for Owner _____	Address _____
Phone _____	Fax _____ E-mail _____

Zoning District _____
 Present Use _____ Proposed Use _____

Legal Description	Lot	Block	Addition
Specific Action Requested			
ATTACH PLOT PLANS, PHOTOGRAPHS, AND FACTUAL INFORMATION			

Application Fee	Account Number: 08-01-475000-000	Cost \$100.00
Tech Review Date:	Public Hearing Date:	Board Date:

APPLICANT: I, THE UNDERSIGNED APPLICANT, DO HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW.

I/We, _____, ("Owner") am/are all of the owner(s) of real property ("Property") generally located at _____, consisting of approximately ___ acres, as shown in the evidence of ownership, *Exhibit A*, attached to this Agreement, and made a part hereto as though set out word for word herein. The Property is subject to the regulatory programs of the City of Siloam Springs, Arkansas. For purposes of this Waiver, "regulatory programs: shall be defined as set forth in Act 1002 of 2015. I/We have requested that the City take/approve the land use action ("Requested Action") herein set forth: _____

I/We acknowledge that as the request is processed for approval, changes may be made to the details and requirements for approval of the request. Some of these changes may materially alter the request, so that the final approval may be substantially different than originally requested. I hereby acknowledge and agree that this waiver shall include and apply to any and all such changes, regardless of execution of an additional waiver applicable thereto.

I/We acknowledge that the Requested Action may alter my/our rights to use, divide, sell or possess our Property, and that, by signing this Agreement, I/we hereby agree to waive any and all claims for diminution in value for the Property which may arise pursuant to Act 1002 of 2015 or otherwise as a result of the City's actions, including but not limited to approvals, denials or conditions of approvals with respect to the above-described Requested Action.

I/we hereby further understand that the City is acting in reliance upon my/our representations in this waiver.

APPLICATION AND WAIVER OF CLAIMS FOR DIMUNITION OF VALUE SIGNATURE

PROPERTY OWNER

DATE

PZ APPROVED	DENIED	BOARD APPROVED	DENIED
PZ SIGNATURE		BOARD SIGNATURE	
		RESOLUTION NUMBER	



Special Use Approval Process

All referenced documents and guides are located on the City's website, www.siloamsprings.com, look under the Planning Division.

Application	Legal Notice	Technical Review Meeting 2:00 pm	Planning Commission 4:00 pm	Board of Directors 6:30 pm
<i>Number of Calendar Days*</i>	N/A	15 - 21	40 - 44	63 - 67
SPECIAL USE	1	2	3	4-PROCESS COMPLETE

**For exact timing, please see the development calendar. Read dates across from left to right on the application submittal date.*

Basic Application Steps: Note: these steps differ slightly from those of the Development Procedures Manual (DPM).

- STEP 1.** Set up pre-application meeting with City staff, due prior to formal submittal.
- STEP 2.** Acquire a survey or map of the property describing what it is you are wanting done. This can be a letter stating your intentions. The survey need to contain all items shown on the land use change checklist chart on page 43 of the DPM.
- STEP 3.** Submit Application. **DUE THE FIRST BUSINESS DAY OF THE MONTH**
 - A. Turn in Application form to Brian Phillips – Planning Division
 - B. Payment of \$100.00
 - C. Email a exhibits, maps, or letter to bphillips@siloamsprings.com
- STEP 4.** Perform legal notification and provide documentation. See Brian Phillips for details, or consult the DPM.
- STEP 5.** Final exhibit submittal. City staff will email you if changes are needed to the material you supplied. When this process is completed, e-mail or turn in final copies to the Planning Division. This is due 8 days prior to the Planning Commission's review.
- STEP 6.** Planning Commission Review. Attend the Planning Commission to respond to any questions the Commission may have on your project. See the Development Calendar for the meeting date.
- STEP 7.** Board Review. Attend the Board of Directors meeting for final approval of your application. See the Development Calendar for the meeting date.