Planning & Development
210 SW 3rd Street, Bryant, AR 72022
501-943-0943 | comdev@cityofbryant.com

Conditional Use Permit Application

Applicants are advised to read the Conditional Use Permit section of Bryant Zoning Code prior to completing and signing this form. The Zoning Code is available at www.cityofbryant.com under the Planning and Development tab.

Date: 3/17/2026

Project Location:

Property Address: 5318 Charles Court, Bryant, Arkansas

Parcel Number(s): 840-05520-064 Zoning Classification: _____

Applicant or Designee:

Name: William or Shelley Mitchell

Address: 5318 Charles Court, Bryant, Arkansas

Phone: 501-650-0672 Email Address: _____

Property Owner (If different from Applicant):

Name: _____

Address: _____

Phone: _____ Email Address: _____

Additional Information:

Subdivision Lot and Block Number or Legal Description (Attach description if necessary)

KING'S CROSSING PH 2 BLOCK 64

Current Use of Property Personal Residence

Description of Conditional Use Request / Proposed Use of Property (Attach any necessary drawings or images)

Periodic short term rental of no more than 30 days and NTE 120 days total per year

Application Checklist

Requirements for Submission

- [X] Completed Conditional Use Application (Not required if submitting through online portal.)
- [X] Letter stating request of Conditional Use and reasoning for request
- [X] Submit Conditional Use Permit Application Fee ($125)
- [ ] Submit Copy of completed Public Notice [Attachment 1]
- [ ] Submit one (1) copy of the Development Plan (Site Plan) showing:
  - Location, size, and use of buildings/signs/land or improvements
  - Location, size, and arrangement of driveways and parking. Ingress/Egress
  - Existing topography and proposed grading
  - Proposed and existing lighting
  - Proposed landscaping and screening
  - Use of adjacent properties
  - Scale, North Arrow, Vicinity Map
  - Additional information that may be requested by the administrative official due to unique conditions of the site.
- [ ] Public Notice Requirements: **NOTE: Failure to provide notice in the following manners shall require delay of the public hearing until notice has been properly made.**
  - Publication: Public Notice shall be published at least one (1) time **fifteen (15) days prior to the public hearing** at which the conditional use request will be heard. A copy of the public notice is provided with the application. [Attachment 1] Once published, the proof of publication must be provided to the Planning and Development office.
  - Posting of Property: The city shall provide a sign to post on the property involved for the **fifteen (15) consecutive days leading up to the public hearing.** One (1) sign is required for every two hundred (200) feet of street frontage.

Once the application is received, the material will be reviewed to make sure all the required information is provided. The applicant will be notified if additional information is required. The application will then go before the Development and Review Committee (DRC) for a recommendation to the Planning Commission. A public hearing will be held at this meeting for comments on the Conditional Use. After the public hearing, the Planning Commission will make a decision on the use.

READ CAREFULLY BEFORE SIGNING

I Shelley Mitchell _____, do hereby certify that all information contained within this application is true and correct. I further certify that the owner of the property authorizes this proposed application. I understand that I must comply with all City Codes and that it is my responsibility to obtain all necessary permits required.

[Attachment 1]

SAMPLE NEWSPAPER NOTICE *- This notice is to be run in the legal notices section of the Saline Courier no less than fifteen (15) days prior to the public hearing.*

NOTICE OF PUBLIC HEARING

A public hearing will be held by the City of Bryant, AR Planning Commission on Monday, _____ at 6:00 P.M. at the Bryant City Office Complex, 210 SW 3rd Street, for the purpose of public comment on the application for _____(your name) to obtain a Conditional Use for the purpose of _____ _____(use requested) within a _____(current zoning) zone at _____ _____(address). A legal description of this property can be obtained by contacting the Bryant Planning and Development Department at 501-943-0488.