



CITY OF WEST CARROLLTON
CONDITIONAL USE APPLICATION
INSTRUCTIONS

APPLICATION FORM – The application form must be fully completed, signed by the property owner (and designated representative, if applicable), and shall be properly notarized.

Note: Per Section 154.14.01 of the Zoning Code, a separate site plan application is also required and may be submitted at the same time as the Conditional Use Application. This application packet is attached.

SUBMITTAL REQUIREMENTS – The applicant shall submit 18 copies of all information required in Section 154.07.01(B), as well as any other information which supports the application. In addition, an electronic copy of all graphic materials (site plan, elevations, etc.) shall be provided with the initial application, and a final copy with any revisions shall be provided prior to release of a building permit.

ADJACENT PROPERTY OWNERS LIST – Please provide the names, addresses, and parcel numbers of all property owners within 200 feet of the property in question, along with a corresponding map showing these parcels. This information may be obtained on the internet at www.mcrealestate.org.

ZONING REQUIREMENTS – The application must meet the requirements of Section 154.07.01 of the Zoning Code, which is attached to this packet.

FEES - All fees are listed in the attached fee schedule.

OFFICIAL FILING DATE – The official filing date of the application shall be the date on which the application is examined and found to meet all requirements by the Director of City Planning.

INFORMATION - For information contact the Planning & Building Department at 859-5783.