



CONDITIONAL USE APPLICATION INSTRUCTIONS

APPLICATION FORM – The application form must be fully completed, signed by the property owner and shall be properly notarized. Additional information may be provided on a separate sheet.

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, or subsequent to, the Conditional Use Application. This application packet is available online at www.westcarrollton.org or at the Planning and Building Department.

AGENT AUTHORIZATION FORM – If the applicant is not the property owner, a completed and notarized Agent Authorization Form must be provided.

SUBMITTAL REQUIREMENTS – The applicant shall submit 12 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, available online at www.westcarrollton.org or at the Planning and Building Department.

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

APPLICATION DEADLINES – All applications must be filed by the “Filing Deadline” provided in the attached Schedule of Meetings. If the application is determined to be complete, it will be scheduled and the public hearing will be advertised by the “Notice Deadline,” if required.

INFORMATION - Please submit application and additional materials to the Planning & Community Development Department at 300 E. Central Ave, West Carrollton, OH 45449 during business hours. For any additional information, please contact (937) 859-5783.



Case No. _____

Date Filed: _____

Please use ink

CONDITIONAL USE APPLICATION

An application for a **CONDITIONAL USE** for premises or structures located at:

Street Address _____

City Lot Number(s) _____ Zoning District _____

OWNER OF PROPERTY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

If you are the applicant, and not the property owner, what is your legal interest in the property?
(i.e. renter, business owner, etc.)

Name, address, telephone number and e-mail of person to contact for further information if
different from the property owner or applicant:

Please describe in detail the land use for which you desire a conditional use permit:

Comments:

Is the property in fact to be located in a district wherein the use may be conditionally permitted?

Does the proposed use facilitate and encourage the general objectives, or any specific objective, of the City's comprehensive plan and/or Zoning Code, and does not adversely affect the envisioned predominant character or purposes in the District?

Will it serve to create a well-planned, visually appealing development which will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area?

Will the proposed use be an adverse influence or present hazardous or disturbing impacts upon any existing or future abutting or neighboring uses?

Will the proposed use involve any uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors?

Is the proposed use designed to maximize the public interest and private benefit in a balance manner?

Will the proposed use be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services?

Will the proposed use provide adequate ingress/egress to the development, and relate effectively to the existing street system in terms of safety and ease of access with vehicular approaches to the property so designed as not to create an interference with traffic on surrounding public thoroughfares?

Will the proposed use create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community?

Will the proposed use result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance?

I _____ having been duly sworn, solemnly swear that I am the owner/applicant of the property described above and that I am familiar with the rules and regulations set for in the Zoning Ordinance for the City of West Carrollton, Ohio. I further swear that all information shown on the application and attachments is in all respects, true and correct to the best of my knowledge and belief.

In addition, I understand that the city will give notice of the public hearing by posting a "Zoning Request" sign at the location listed on the application until final decision is made on the application.

Owner of Property

Applicant (If different from owner)

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

ADJACENT PROPERTY OWNERS LIST

Please list the names and addresses of all property owners **within 200 feet** of the property in question. The number below must correspond to the map which you will submit as part of your application.

NAMES	ADDRESS	CITY, STATE, ZIP
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____



AGENT AUTHORIZATION FORM

The undersigned, owner(s) of the certain real property located at _____ (the "Property"), do hereby appoint and expressly grant full authority to _____ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of West Carrollton in connection with this same case, and by all decisions made by the city in connection with this same case.

Owner's Signature

Owner's Signature

Printed Name

Printed Name

Sworn to before me and subscribed in my presence by the said _____ on this _____ day of _____, 2____.

Notary Public



**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT
OF CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Chapter 37: General Fee Schedule to pay the City of West Carrollton (“City”) for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City’s review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member of a so-called “learned professional”, the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of West Carrollton in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City, and must be received by the City before any permits for the property will be approved and issued.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

By: _____
Applicant’s Signature

Date: _____

Project: _____

Sworn to before me and subscribed in my presence by the said
_____ on this _____ day of _____, 2____.

Notary Public



CONDITIONAL USE APPLICATION CHECKLIST

Refer to Section 154.07.01 of the Zoning Code

PROJECT NAME/CASE NO.: _____

- ____A. Properly completed Conditional Use application form.
- ____B. Application signed by the property owner and notarized.
- ____C. Properly completed and notarized Agent Authorization Form, if the applicant is not the property owner.
- ____D. Application fee paid.
- ____E. A list of the adjacent property owners' names and addresses within 200 ft. of the property, with a corresponding map.
- ____F. 12 copies of any information which will help support the application, including:
 - 1. Maps and drawings of the proposed site for the conditional use showing the location of all buildings, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping features, and such other information as the Planning Commission may require.
 - 2. When a proposed site is adjacent to residential properties, a photo simulation of the proposed facility from affected residential properties and public rights-of-way shall be taken at designated locations.
 - 3. A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent properties and with the comprehensive plan, to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes, and vibration, and such other information as the Planning Commission may require. At a minimum this narrative shall address the ability of the application to meet each of the applicable criteria contained in paragraph 154.07.01(B).
 - 4. Any other information or materials which will support the application.
- ____G. Meets approval criteria as outlined in Section 154.07.01(B)(2):
 - 1. Property is located in a district wherein the use may be conditionally permitted.
 - 2. Proposed use facilitates and encourages the general objectives, or any specific objective, of the Comprehensive Plan and/or Zoning Code, and does not adversely affect the envisioned predominant character or purposes in the district.

3. Serves to create a well-planned, visually-appealing development which will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
4. Will not be an adverse influence or present hazardous or disturbing impacts upon any existing or future abutting or neighboring uses.
5. Will not involve uses, activities, processes, materials, equipment and conditions of operations that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
6. Is designed to maximize the public interest and private benefit in a balanced manner.
7. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
8. Provides adequate ingress/egress to the development, and relates effectively to the existing street system in terms of safety and ease of access with vehicular approaches to the property so designed as not to create an interference with traffic on surrounding public thoroughfares.
9. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
10. Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

COMMENTS: