

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.

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 154.05.04 (B)(2) and Section 154.07.01(B)(3) of the Zoning Code, 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 corresponding map showing these parcels. This information may be obtained on the internet at www.mcrealestate.org.

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 – For information contact the Planning & Community Department at 859-5783.



Case No. _____

Date Filed: _____

Please use ink

PLANNING COMMISSION
DETERMINATION OF SIMILARITY OF USE

An application for:

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 the 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 Determination of Similarity of Use:

Comments: _____

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.

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



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 _____, 20____.

Notary Public



WEST CARROLLTON

ESTD  1830

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 _____, 20_____.

Notary Public

Refer to Section 154.07.01 (B)(3) of the Zoning Code

- ___ A. Properly completed Determination of Similarity of 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. A site plan drawn to scale indicating the dimensions and distances of all relevant physical features of the property.
 - 2. Photographs of the premises or surrounding areas.
 - 3. Any other information or materials which will support the application.
- ___ G. Meets approval criteria as outlined in Section 157.07.01(B)(3):
 - 1. The compatibility of the proposed use with the general use classification system as specified in the Zoning Code.
 - 2. The nature, predominant characteristics, and intensity of the proposed use in relation to those uses specified by the Zoning Code as being permitted, or conditionally permitted, in that district.
 - 3. The size, dimensional requirements, parking requirements, traffic generation potential, and other regulatory considerations normally associated with uses as specified in the Zoning Code.
 - 4. The site development plan proposed by an applicant, while not strictly in accord with the regulations applying within the district, meets public purposes, provides public protection, and conforms with the objectives and principles of the Comprehensive Plan and Zoning Code.
 - 5. In the particular circumstances of the case, strict application of a particular regulation or regulations is not necessary for the accomplishment of the public purposes or the provision of public protection, at the time or in the future.