



Commissioners
 Marilyn Brown, President
 Paula Brooks
 John O'Grady

Application for Conditional Use

Revised January 1, 2009



Economic Development & Planning Department
 James Schimmer, Director

Property Information	
Site Address	
Parcel ID(s)	Zoning
Township	Acreage
Water Supply <input type="checkbox"/> Public (Central) <input type="checkbox"/> Private (Onsite)	Wastewater Treatment <input type="checkbox"/> Public (Central) <input type="checkbox"/> Private (Onsite)

Applicant Information	
Name/Company Name	
Address	
Phone #	Fax #
Email	

Property Owner Information	
Name/Company Name	
Address	
Phone #	Fax #
Email	

Agent Information (if applicable)	
Name/Company Name	
Address	
Phone #	Fax #
Email	

Staff Use Only
Case #
Date filed:
Fee paid
Receipt #
Received by:
Hearing date:
Zoning Compliance:

Document Submission
The following documents must accompany this application:
<input type="checkbox"/> Completed application
<input type="checkbox"/> Fee Payment (Checks only)
<input type="checkbox"/> Auditor's map (8 1/2" x 11")
<input type="checkbox"/> Site Map (max 11" x 17")
<input type="checkbox"/> Covenants and deed
<input type="checkbox"/> Notarized signatures
<input type="checkbox"/> Proof of water & waste water supply
Please see the Application Instructions for complete details

Case #

Conditional Use(s) Requested	
Section	
Description	
Section	
Description	
Section	
Description	

Describe the project

NOTE: To receive a conditional use, you must meet all the conditional use requirements in Section 815.04 of the Franklin County Zoning Resolution. Your answers to the following questions will help the Board of Zoning Appeals determine whether you meet the requirements for a conditional use. If you don't answer the questions, we will consider your application incomplete.

1. Proposed Use or Development of the Land:

2. How will the proposed development relate to the existing and probable future land use character of the area:

3. Will the Conditional Use 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 a use will not change the essential character of the same area?

- 4. Will the Conditional Use be hazardous or disturbing to existing or future neighboring uses?

- 5. Will the Conditional Use be detrimental to property in the immediate vicinity or to the community as a whole?

- 6. Will the Conditional Use be served adequately by essential public facility and services?

- 7. How will the proposal meet the development standards of that specific district?

- 8. Could the applicant's predicament be feasibly obtained through some method other than a conditional use?

- 9. Would the spirit and intent behind the zoning requirements be observed and would substantial justice be done by granting the conditional use?

- 10. Would the conditional use adversely affect the delivery of governmental services (e.g., water, sewer, garbage, fire, police).

- 11. Did the applicant purchase the property with knowledge of the zoning restrictions?

Conditional Use-Expanded Home Occupation (Only)

The following questions must be addressed when applying for a Conditional Use from *Section 511.03* (Conditional Use Home Occupation) of the Franklin County Zoning Resolution. If these questions are not answered, the application will be considered incomplete.

- 1. Enclose all details regarding the day-to-day operations of the home occupation (type of business, hours of operation, designated parking areas, etc.).

2. How many non-resident employees?

3. Will the home occupation be conducted within a structure accessory to a dwelling unit and located on the same lot as the dwelling unit?

4. What type of commodities, if any, will be sold on the premises? If sales of commodities are not produced on site, please specify all commodities associated with the home occupation?

5. Will there be outside storage of any kind associated with the conditional use home occupation? If so, what is proposed to be stored on site and how will the storage be **completely** screened from adjacent residential lots and abutting streets? ***This must be met!***

6. Will there be any organized instruction of pupils that would exceed six (6) pupils at any given time?

7. Will there be any signage? *Signage shall be consistent with the provisions of Section 541.03(8).*

8. Will the delivery traffic increase? *Traffic shall be limited to not more than three (3) UPS or similar deliveries per week. No semi-tractor truck deliveries will be permitted at any time.*

Case #

Affidavit

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the County. I hereby certify that I have read and fully understand all the information required in this application form.

Applicant

Date

Property Owner (Signature must be notarized)

Date

Property Owner (Signature must be notarized)

Date

***Agent must provide documentation that they are legally representing the property owner.**

****Approval does not invalidate any restrictions and/or covenants that are on the property.**

Application instructions

Please submit the following:

1) **Application Form**

Completed application form with notarized signatures

2) **Fee – non refundable**

Checks only payable to *Franklin County Treasurer*

3) **Covenants or deed restrictions.**

Provide a copy of your deed with any deed restrictions

You can find your deed at:

www.franklincountyohio.gov/recorder

4) **Auditor’s Tax Map.**

Provide a map showing the subject property and all land within 500 feet of the property.

You can find the map at:

www.franklincountyohio.gov/auditor

5) **Site map**

Provide a map showing the subject property with the following items:

- For the subject property
 - All property lines
 - Dimensions of the property
 - Road frontage
 - Street right-of-ways
 - Driveways
 - Easements
 - Floodplain areas
 - Location of existing septic/aerator systems and wells
- For all existing and proposed buildings and structures
 - Location of each on the property
 - Location of any proposed addition or expansion
 - Square footage of each
 - Height of each
 - Distance to property lines
- Scale
- North arrow
- Any information relevant to the specific nature of the variance

6) **Proof of utility service**

Provide proof from the provider of your water and wastewater services.

Note: If services are provided by a private or public entity, you must provide a letter verifying that you have service or will have access to it. If you’re proposing an on-lot septic system or well, please provide information from the Franklin County Board of Health (or appropriate agency).