



## CONDITIONAL USE SUBMITTAL INSTRUCTIONS

**\*Please review the following to ensure all submittal requirements are provided. Incomplete submittals will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.**

**\*\*Forward any questions about application, site plan, and/or submittal options and requirements to the Planning Project Coordinator at 614-525-3904 or [Planning@franklincountyohio.gov](mailto:Planning@franklincountyohio.gov).**

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
  - a. Include all Property, Owner, Applicant, and Agent Information
    - i. Site address, Parcel ID, Acreage, Township, Zoning District
    - ii. Name(s) Address(es), Phone Number(s), Email Address(es)
  - b. Mark all checklist boxes on application form to confirm all required documents have been provided.
  - c. Describe the Conditional Use requested and list the relevant section of the Zoning Resolution
  - d. Provide a detailed description of the project
  - e. Provide detailed answers to the Conditional Use questions 1 – 11. (Conditional Use -Expanded Home Occupation, if applicable)
  
2. **COMPLETED SITE PLAN**
  - a. Confirm ALL Site Plan requirements have been provided.
    - i. Refer to Plan checklist in application packet for general requirements.
    - ii. Requirements may vary depending on the proposed use and/or site conditions.
    - iii. Contact Planning Project Coordinator to confirm site specific plan requirements.
  - b. Missing items may cause the application to be rejected until the required information is provided and confirmed by Staff. (Refer to checklist in application)
  
3. **APPLICATION SUBMITTAL**
  - a. Applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator.
  - b. Incomplete applications may be rejected and/or returned to the owner/applicant.
  - c. Complete applications must be received by noon on the 2<sup>nd</sup> Thursday of each month to be scheduled for the Board of Zoning Appeals (BZA) hearing on the 3<sup>rd</sup> Monday of the following month. Confirm with Planning Project Coordinator for monthly hearing schedules.
  
4. **TECHNICAL REVIEW COMMITTEE REFERRAL**
  - a. Applications must comply with applicable local and state requirements and regulations. These may include, but are not limited to, the Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, Franklin County Engineer requirements.
  - b. Referral agencies must confirm compliance with applicable regulations prior to approval.
  - c. Additional permits may be required from the Townships for access or from technical review agencies.



**Property Information**

Site Address: \_\_\_\_\_

Parcel ID: _____	Zoning District: _____
Lot Acreage: _____	Township: _____

**Property Owner Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone # _____	Fax # _____
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Email: \_\_\_\_\_

**Applicant Information**  Same as property owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone # _____	Fax # _____
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Email: \_\_\_\_\_

**Agent Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone # _____	Fax # _____
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Email: \_\_\_\_\_

**Staff Use Only**

Case # CU- \_\_\_\_\_

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Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Technical Review: \_\_\_\_\_

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Zoning Compliance #: \_\_\_\_\_

**Checklist**

- Completed Application
- Fee Payment (*checks only*)
- Auditor's Map (8.5"x11")
- Site Map (*max 11"x17"*)
- Covenants and deed
- Notarized signatures
- Proof of water/wastewater supply
- Copy of denied Zoning Certificate
- Copy of denial letter

**Water & Wastewater**

**Water Supply**

- Public (Central)
- Private (On-site)
- Other

**Wastewater Treatment**

- Public (Central)
- Private (On-site)
- Other



Franklin County  
Board of Commissioners

# ECONOMIC DEVELOPMENT & PLANNING

Application for

# Conditional Use

Pursuant to Section 815  
of the Zoning Resolution

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Case# CU-

### Conditional Use(s) Requested:

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

Section: \_\_\_\_\_

Description: \_\_\_\_\_

### Describe the project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: The applicant must demonstrate that the proposal can satisfy all of the conditional use requirements of the respective zoning district in addition to all requirements under 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 fail to answer any/all of the questions below, your application will be considered incomplete.**

1. Proposed Use or Development of the Land:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

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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?

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

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

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

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Franklin County  
Board of Commissioners

**ECONOMIC DEVELOPMENT  
& PLANNING**

Application for

**Conditional Use**

Pursuant to Section 815  
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7. How will the proposal meet the development standards of that specific district?

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

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

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

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

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Case# CU-

**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.).

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2. How many non-resident employees?

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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?

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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?

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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!

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

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

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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.

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Franklin County  
Board of Commissioners

# ECONOMIC DEVELOPMENT & PLANNING

Application for

## Conditional Use

Pursuant to Section 815  
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### Affidavit

I hereby certify that the facts, statements, and information presented within this application form are true and accurate 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 and all applicable requirements of the Franklin County Zoning Resolution. The affiant further acknowledges that a Certificate of Zoning Compliance may only be issued for an approved Conditional Use within the period of one (1) year from the date of final approval by the Board of Zoning Appeals; if a conditional use permit has not been used within one (1) year of its date of issuance, meaning there has not been active and substantial improvement to a property in accordance with a valid conditional use permit, then the conditional use permit shall expire and no work may commence or continue without either renewing the conditional use or receiving a new conditional use approval from the Board of Zoning Appeals in accordance with Section 815 of the Franklin County Zoning Resolution.

\_\_\_\_\_  
Applicant/Authorized Agent

\_\_\_\_\_  
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.**

Applications may be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator. Forward any questions to the project coordinator at 614-525-3904 or [Planning@franklincountyohio.gov](mailto:Planning@franklincountyohio.gov).



### Application instructions

Please submit the following:

1. Application Form  
Completed application form with notarized signatures
2. Fee - non refundable \*Please refer to our most current fee schedule by visiting [www.franklincountyohio.gov/edp](http://www.franklincountyohio.gov/edp)  
Checks only payable to *Franklin County Treasurer*
3. Covenants or deed restrictions  
Provide a copy of your deed with any deed restrictions  
You can access and print a copy by visiting: [www.franklincountyohio.gov/recorder](http://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 access and print a copy of the map by visiting: [www.franklincountyohio.gov/auditor](http://www.franklincountyohio.gov/auditor)
5. Site Map - Refer to Page 8
6. Proof of utility service  
Provide proof from the provider of your water and wastewater services

*Note: If centralized water and/or sewer services are provided by a private/public entity, you must provide a letter or current bill verifying that services are provided or access is available. If you're proposing an on-lot septic system or well, please provide information from the Franklin County Board of Health (or appropriate agency).*

### Application Procedure

- 1 Staff reviews application for completeness
  - 2 Staff distributes to Technical Review Agencies
  - 3 Applicant meets with staff and Technical Review Committee
  - 4 Staff drafts report and makes recommendation
  - 5 BZA Hearing - Staff presents case to the Board who takes action to approve, approve with conditions or deny
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### Site Plan Requirements

- The site plan must be prepared by a design professional (i.e. registered surveyor, engineer and/or architect) and include all items required under Sections 705.022 and 815.022 of the Franklin County Zoning Resolution
  - *Site plans which are incomplete and/or not drawn to scale will not be accepted.*
- Two (2) copies - minimum size of 8.5"x11" paper, maximum size of 11"x17" paper *\*Larger size copies are acceptable in addition to the min./max. sizes required*
- North arrow and appropriate scale (i.e. 1 inch = 20 feet)
- Property lines, with the exact dimensions of the lot labeled
- Street right-of-way boundaries including street centerline
- The exact dimensions and location of all existing buildings (principal and accessory), structures (decks, patios, pools, paved parking areas, courtyards, etc.) and driveways/access points, indicating setbacks of each from property lines with measurements/distances labeled
- The exact dimensions, height and location of all proposed buildings, structures, additions, or modifications to the property, indicating setbacks from property lines with measurements/distances labeled
- Landscaping details - provide the quantity, location, size and plant species (Ohio Native Non-Invasive Only) used
- All open space areas including calculations (percentage) of impervious vs. pervious surface
- Building elevations and/or architectural renderings
- Parking layout with required parking calculations provided
- Lighting details - location, type of fixture (illustration), height and strength (footcandles/lumens)
- Existing and intended uses of all buildings and structures
  - *If multiple uses are being conducted within one building, the site plan must reflect the area of the building being occupied by each individual use*
- All easements and above/below ground utilities
- Regulatory floodplain (Floodway and Floodway Fringe) and riparian setback boundaries, when applicable
- All existing and proposed above and below ground drainage and stormwater features
  - *Refer to the Franklin County Stormwater Drainage Manual*
- Site topography (two (2) ft. contour intervals)
- Details regarding the location, height, maintenance and screening for any existing or proposed trash dumpster
- Screening details - *Refer to Section 521 of the Franklin County Zoning Resolution*
- Provisions for water and sanitary services including the the exact location, dimensions and setbacks from property lines and structures of all private/public water and wastewater treatment facilities
  - *If public water and sewer services are provided, proof of services must be submitted*
- All areas of disturbance, including grading, filling, clearing, excavating, etc.
- Erosion and sediment control plan
- All fence locations, indicating height and material(s) used
- Any other information with regard to the lot or neighboring lots which may be necessary to determine and provide for the enforcement of the Franklin County Zoning Resolution
  - *Please note that the requirements mentioned above, or portions of, may be waived by the Administrative Officer when, in his/her opinion, the applicant has satisfactorily demonstrated that all aspects relative to the above have been suitably addressed*