



Application No. _____

City of Centerville Conditional Use Application

100 West Spring Valley Road, Centerville, Ohio 45458
Phone: (937) 433-7151 Fax: (937) 433-8221
E-mail: planning@centervilleohio.gov
www.centervilleohio.gov

1. General Information

Applicants Name: _____
Company/Business Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone No.: _____ Fax No.: _____ E-Mail: _____
Property Address: _____
Zoning District: _____ Existing Use: _____
Auditors Parcel ID No.: _____ County: _____
Please call (937) 433-7151 ext. 4760 to schedule an appointment or if you have any questions regarding this application.

2. Property Owner Information

Property Owner Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone No.: _____ E-Mail: _____

3. Statement of Need

Provide a Statement of Need for the proposed use, its location, and a report identifying the effects of the proposed use on the surrounding properties and the neighborhood.

Departmental Use Only

DATE STAMP HERE	<p style="text-align: center;">FEES</p> <p>Application Fee: _____</p> <p>TOTAL FEE: _____</p>		<p style="text-align: center;">DECISION RENDERED</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications <input type="checkbox"/> Denied</p> <p>Date: _____</p> <p style="text-align: center;">_____ Signature</p>
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4. Standards of Approval

Provide a statement addressing all of the Conditional Use Standards of Approval noted below:

- a. The Conditional Use is a use that may be permitted with conditions, in the District for which it is proposed;
- b. The Conditional Use will be in accordance with the general objectives, or with any specific objective, of the City's Comprehensive Plan or this UDO;
- c. The Conditional Use 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;
- d. The Conditional Use will not be hazardous or unreasonably disturb existing or future neighboring uses;
- e. The Conditional Use 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 person or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such services;
- f. The Conditional Use 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;
- g. The Conditional Use will not involve uses, activities, processes, materials, equipment and conditions or operations that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, negative appearance, or odors;
- h. The Conditional Use will have vehicular approaches to the property, which shall be designed so as not to interfere with traffic on surrounding public thoroughfares; and,
- i. The Conditional Use will not result in the destruction, loss or damage of a natural, scenic, or historic feature of major importance.

5. Public Hearing

The petitioner shall provide a list of names and mailing addresses of all property owners within 500 feet of any part of the parcels of land in question as a part of the Petition.

6. Applicant Signature

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other City regulations which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this zoning certificate as determined by the City Planner. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, that after my application has been submitted and reviewed by City staff, it may be necessary for the City to request additional information and clarification.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

Signature of Owner or Authorized Agent

Date

6. Submittal Requirements

The following items are required for ALL applications unless otherwise noted. Each item is required at the time of application submittal. APPLICATIONS WITH MISSING ITEMS WILL NOT BE ACCEPTED. The City reserves the right to require additional plans and information as needed for any conditional use proposal.

1. Basic Application for Conditional Use Review

This application form must be signed and completed. Original signatures or clear & legible copies are required.

2. Auditor's Parcel Map

Available at the Greene County Auditor's Office, 69 Greene St., Xenia – www.co.greene.oh.us
Montgomery County Auditor's, Office 451 W. Third St., Dayton – www.mcrealestate.org

3. Plans

- Site plans, floor plans elevations and other drawings necessary to convey the need for a conditional use.
- Ten (10)** stapled and folded sets of full-sized plans for all other applications.
 - Fold plans to 9" x 12" maximum size. Plans should be on sheets no greater than 24" x 36".
 - Include north arrow, date prepared and scale.
 - Acceptable drawing scales are: 1" = 10', 20', or 40' for all site and engineering plans and 1/4", 3/16", or 1/8" = 1' for building elevation and floor plans. Other scales may be appropriate, but should be discussed with Planning Department staff before filing.
 - Include the name, phone number and e-mail address of the person preparing the plan(s). As appropriate or required, include the signature/stamp of any licensed architect, landscape architect, surveyor and/or civil engineer that prepared the final plans.
- Ten (10)** additional sets in a reduced format with a paper size not to exceed 11" x 17".
- One (1)** additional set provided in .PDF digital format.

- 4. Site Plan**
 - Location and dimensions of all property boundaries and easements.
 - Location and dimensions of all existing and proposed buildings, decks, stairs, and patios.
 - Dimensions of all existing and proposed building setbacks from property lines.
 - Location of building footprints and approximate height of buildings on adjacent lots for any commercial, mixed-use or multi-family project.
 - Location, dimensions, and paving materials of all adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent properties), and streets.
 - Location and dimension of all existing and proposed driveways, fire lanes, parking spaces, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials.
 - Location, height, and building materials of all existing and proposed fencing and walls.
 - Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
 - Location of all existing trees and indication of any trees to be removed.
 - Location of drainage ways, wetlands, and floodplains.
 - For large scale residential development projects; Show the location, dimension, slope, and site area of all existing and proposed Public and Private Open Space, including a summary table of site area.

5. Property Owner Names and Mailing Addresses

- The applicant shall provide a list of names and mailing addresses for all property owners within 500 feet of any property line where the conditional use is proposed. This list shall be submitted as a hard copy and also in digital format.
- The applicant shall provide a map showing all properties within 500 feet of any property line where the conditional use is proposed referencing the property owner list.

6. Fees (all fees are due at the time of application submittal)