



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Permit #: _____

Date: _____

Application for Conditional Use Permit

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction with dimensions must be submitted with application. All distances between the proposed construction, property lines and other structures must be labeled.

Applicant Name: _____ Phone #: _____

Applicant E-mail: _____

Applicant Address: _____

Preferred method of communication: [] Phone [] Email [] Mail

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone #: _____

Zoning District: _____ Proposed Use: _____

Conditional Use Description: _____

Applicant Signature: _____ Date: _____

----- Do not fill below line -----

Fee Collected: _____ By: _____ Date: _____

[] Cash [] Credit Card #: _____

[] Check #: _____ Exp: ____/____ Security Code: _____ ZIP: _____

Name on Card: _____

Address: _____

Signature: _____

[] Approved [] Denied By: _____ Date: _____

(BZA Chairperson)

Comments:

Conditional Use

Section 1113.06 Conditional Use

- a) Under some circumstances, a proposed use may be appropriate but have a more intense effect on the surrounding area than the permitted uses for the district that needs to be controlled through a review process to ensure compatibility. In these circumstances, these more intense uses are listed as conditional uses within the applicable District. The Board of Zoning Appeals may allow such a use to be established as a conditional use where these circumstances exist and where the proposed use will be consistent with the purpose and intent of this Ordinance.

Application – Any person who owns or has interest in a lot subject to the conditional use requirements, may file an application to use such property for conditional uses provided for by this Ordinance in the District in which the property is situated.

Please acknowledge that you have read and understand the above:

Applicant Signature: _____

Date: _____

Conditional Use Application Checklist

Property Address: _____ Parcel #: _____

- Three paper copies of the application submitted to the City of Circleville
- One electronic copy of the application submitted to the City of Circleville
- Legal description of property as recorded in the Pickaway County Recorder's Office

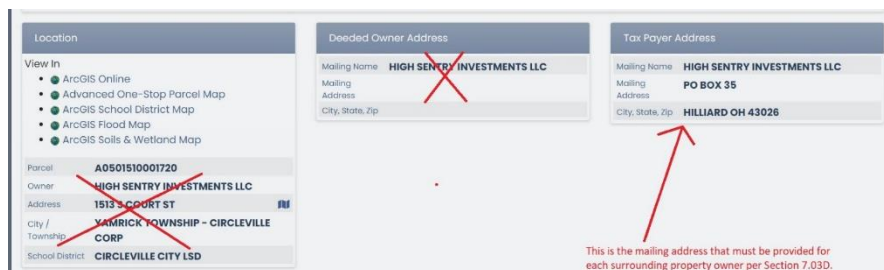
If there is not a complete and accurate survey readily available from existing records, the Zoning Inspector may require the applicant supply a survey of the property by a Registered Surveyor in the State of Ohio.

- Plans and/or drawings to approximate scale showing the following:
 - The dimensions of the property.
 - The dimension of existing and proposed buildings or structures on the property.
 - The distance between the property lines and the existing and proposed structures.
 - The dimensions and number of existing and proposed parking spaces.
 - Any existing or proposed signage. (not required for single unit dwelling permit)
 - Any existing or proposed landscaping (not required for single unit dwelling permit)
 - The height of existing and proposed buildings.
 - Number of proposed dwelling units, if applicable.
 - Any other information as determined by the Zoning Inspector to determine compliance with this Ordinance.
 - Map showing the Tract and surrounding properties within 200 feet of that shows property lines of the Tract and surrounding parcels.

- A copy of either:
 - A letter from the Public Utilities department indicating central water and sewer services are available and there is capacity to service the existing and proposed uses; or
 - If central water and sanitary sewer services are not available to the property, a letter from the Pickaway County Health Department approving the proposed method of water and sanitary sewer disposal.

- Plan of the proposed site for the conditional use showing the location of all buildings, parking and loading areas, traffic circulation, open spaces, landscaping, trash disposal and service areas, utilities, signs, setbacks, and other information that the Board may require to determine if the proposed conditional use meets the intent and requirements of this Ordinance.

- List of the names and addresses of property owners(s) within 100 feet, contiguous to, and directly across the street from the Tract to be rezoned and their addresses as they appear on the Pickaway County Auditor's current tax list (see attached example).



- A narrative statement explaining how the proposed changes will impact the adjacent neighborhood and the City as a whole.
- Paid application fee

Signed letter from owner (if applicable) providing authorization to submit application and represent the owner at hearing