

# APPLICATION FOR CONDITIONAL USE PERMIT OR ZONING VARIANCE

## Millcreek Township Union County, Ohio

Application #: \_\_\_\_\_

Name of Applicant(s)/Owner(s): \_\_\_\_\_

Contact Name (if business): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Best time to contact Day / Evening

Cell / Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Application for:                     Conditional Use Permit                     Variance

1. Property Address(es): \_\_\_\_\_
2. Parcel Number(s): \_\_\_\_\_
3. Zoning District: \_\_\_\_\_
4. Requested Use: \_\_\_\_\_

Use additional paper if needed

**Provide ten (10) copies of the application and all of the following supporting documentation:**

- a. Legal Description and Survey Drawing
- b. Business or other plan for the CUP / Variance including:
  - The location of all buildings (existing and proposed);
  - Parking areas including the location and number of spaces proposed along with loading, storage, refuse, and other service areas;
  - Traffic access points and circulation routes;
  - Landscaped areas and other open spaces;
  - Lighting (location, type and wattage)
  - Location of existing utilities and proposed utility expansion areas;
  - Location of signs (does not exempt applicant from sign permit requirements)
- c. A narrative statement describing why a Conditional Use Permit / Variance is required and appropriate in this situation
- d. A narrative statement discussing the existing and proposed number of employees or residents, hours of operation, and type of business to be conducted on premises.
- e. A narrative statement evaluating the effects on adjoining property specifically noting the effect of such elements as noise, odor, fumes or any other types of impact; a discussion of the general compatibility with adjacent and other properties in the district; and the relationship of the proposed use to the Millcreek Township Zoning Resolution and Comprehensive Land Use and Growth Plan.

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### INSTRUCTIONS TO APPLICANT & CERTIFICATION

- Applications must be submitted to the Zoning Inspector.
- Application fees are nonrefundable
- Information requested must be reviewed for completeness by the BZA Chair prior to acceptance of application. Submission to the Zoning Inspector does not constitute official acceptance.
- The application, if approved, is conditioned upon the truthfulness and completeness of the application as well as conformance to the Millcreek Township Zoning Resolution and the Land Use Growth Plan.
- The Township reserves the right to request additional information as needed to rule on the application.
- A list of the names and addresses of all property owners contiguous to or directly across the street (road) from the proposed rezoning area.
- All information submitted becomes part of the application and public record.
- The Variance or Conditional Use Permit, if approved, is conditional upon the truthfulness and completeness of the application. Should the information contained in this application be determined to be inaccurate or misrepresentative, then the permit or use may be withdrawn by the Millcreek Board of Zoning Appeals. By signing this document, the applicant certifies that all information contained herein is true and accurate. Furthermore the applicant certifies he or she has reviewed the Millcreek Zoning Resolution and understands and agrees to the terms of this document and hereby attests to the truthfulness and exactness of all information supplied as part of this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

**For Official Use Only – Zoning Inspector & BZA**

**Application #:** \_\_\_\_\_

Date Received by Zoning Inspector: _____		Received By: _____	
Fee Paid: \$ _____	Check # _____	Check to Twp Clerk: _____	
Date of Acceptance by BZA: _____		Received By: _____	
Date of Public Hearing: _____			
Date of Notice to Marysville Journal Tribune: _____		By: _____	
Date of Notice to Neighbors / Anyone Testifying: _____		By: _____	
Date of Notice to Trustees / Zoning Inspector: _____		By: _____	
CUP / Variance Issued:	YES	NO	
Conditions / Comments: _____			
_____			
_____			
Board of Zoning Appeal Chair Signature: _____			