

**CITY OF SPRINGDALE, OHIO
SPRINGDALE BUILDING DEPARTMENT
11700 SPRINGFIELD PIKE – SPRINGDALE, OHIO 45246
TELEPHONE: (513) 346-5730
FAX: (513) 346-5747**

**SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR
CONDITIONAL USE PERMIT**

An application for Conditional Use Permit approval submitted to the Office of the City of Springdale Building Department must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written and graphic requirements and the application submittal forms, which explain the Conditional Use Permit process. The checklist, together with all required information and application forms, must be submitted (originals) in complete and accurate form before the amendment will be processed by the Building Department.

The filing date of the application packet shall be the date on which all information submitted is examined by the Building Department and found to meet all the requirements as described in this packet. The schedule below lists the closing dates for the filing of applications and corresponding hearing dates for each cycle. The closing date represents the final day on which an application will be accepted. **After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff or Planning Commission. Early submission is therefore highly recommended to assure placement on the agenda and adequate time for revisions and corrections.**

2015 -2016 CLOSING DATES AND SCHEDULES OF MEETINGS

<u>DUE DATE</u>	<u>PLANNING COMMISSION MEETING</u>
December 14, 2015	January 12, 2016
January 11, 2016	February 9, 2016
February 8, 2016	March 8, 2016
March 14, 2016	April 12, 2016
April 11, 2016	May 10, 2016
May 16, 2016	June 14, 2016
June 13, 2016	July 12, 2016
July 11, 2016	August 9, 2016
August 15, 2016	September 13, 2016
September 12, 2016	October 11, 2016
October 10, 2016	November 8, 2016
November 14, 2016	December 13, 2016

NOTE: THE APPLICANT OR A REPRESENTATIVE WILL BE EXPECTED TO BE IN ATTENDANCE ON THE SCHEDULED MEETING DATE AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS AT THIS ADDRESS UNLESS ADVISED OTHERWISE BY THE BUILDING DEPARTMENT

**SUBMISSION REQUIREMENTS
FOR CONDITIONAL USE PERMITS TO THE
CITY OF SPRINGDALE ZONING CODE**

FOR CITY OF SPRINGDALE BUILDING DEPARTMENT USE ONLY:

CASE # _____

DATE RECEIVED: _____

1. GENERAL REQUIREMENTS

___ 1.1 SUBMISSION CLOSING DATE (DATE: ___/___/___)

The application packet must be submitted to the office of the City of Springdale Building Department in person, no later than the due date. Prior to submitting the application packet and necessary information, the applicant should revise the proposed plans and/or information as advised by the Building Official. After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff or Planning Commission. Early submission is recommended to assure placement on the agenda and adequate time for revisions and corrections. **Incomplete or inaccurate applications will not be accepted for processing or be placed on the agenda for any hearings or meetings.**

___ 1.2 APPLICATION FEE (\$3,000.00 - MAKE CHECK PAYABLE TO CITY OF SPRINGDALE)

An application for a Development Plan Approval shall be accompanied by a deposit to be drawn on by the City to cover the expenses incurred in the review of the requested revision. Such expenses may include items such as the cost of professional services including expenses and legal fees in connection with reviewing the plan, prepared reports, inspections, the publication and mailing of public notice in connection therewith, and any other reasonable expenses directly attributable thereon. Ten percent (10%) shall be added to the final expenses of the applicant to provide for the review of the plans by City Staff. At the time of submitting the Development Plan application to the Building Official and Planning Commission for consideration, the applicant shall make a deposit with the office of the City Clerk of Council/Finance Director in the amount equal to the estimated cost of the City's expenses. The initial deposit shall be \$3,000.00. When this deposit has been depleted to thirty-three percent (33%), another deposit may be requested by the City. For those projects where the City's costs are estimated to be less than \$500.00, no deposit may be required. In such cases, the City's costs may be recovered by billing the developer. **Failure to pay the above costs within thirty (30) days of invoice shall stop all processing and review of the site development plans or shall cause suspension of all development activities on the site and shall possibly result in a municipal lien being placed against the property to recover the expenses.**

Application cancellations must be submitted in writing to the Building Official.

2. WRITTEN REQUIREMENTS

___ 2.1 CONDITIONAL USE APPLICATION FORM

Complete and submit the original and one (1) copy of the Conditional Use Application form (provided).

___ 2.2 OWNERS AFFIDAVIT

Complete and submit the original and one (1) copy of the Affidavit (provided).

___ 2.3 DESCRIPTION OF REQUEST AND REASONS FOR CONDITIONAL USE

Complete and submit the original and one (1) copy of the Description of Request and Reasons for Conditional Use form (provided in this packet).

___ 2.4 CHECKLIST OF REQUIREMENTS

Submit this checklist fully completed.

3. GRAPHIC REQUIREMENTS

___ 3.1 PLOT PLAN (if applicable)

Drawn to scale; the finished size not larger than 24 x 36 inches, containing the following information:

- ___ A. All existing property lines and parcel numbers for each parcel within the subject site and all property within and contiguous to and directly across the street from the exterior boundary of the subject tract, and the last name of the owners therein;
- ___ B. The exact boundaries and dimensions of the subject lot (**this should be by actual survey unless waived by the Building Official**);
- ___ C. Existing property lines and zone district boundaries (shown in dashed lines with heavier line weight than property lines) and zone designations for the subject property and surrounding properties within 200 feet of the subject property;
- ___ D. Title, scale and north point (north shall be at the top of the plat);
- ___ E. The size and location of all existing and proposed structures;
- ___ F. The existing and proposed use of the entire lot and all structures;
- ___ G. Street names and right-of-way lines with line weight heavier than property lines;
- ___ H. Distance from subject property to nearest street intersection and/or section corner; and
- ___ I. Stamp or seal and signature of registered engineer or surveyor in the State of Ohio (**unless waived by the Building Official**).

___ 3.2 REDUCED PLOT PLAN

Plot plan reduced to an 11ö x 17ö sheet of paper. The information contained on the reduced version of the plan shall be the same as which is required above.

___ 3.3 NUMBER OF COPIES OF DEVELOPMENT PLANS

The applicant shall submit six (6) copies of the Development Plan and one (1) Reduced Development Plan for City Staff review. After initial review by City Staff, the applicant shall submit six (6) copies of the Development Plan and ten (10) Reduced Development Plans for final review and distribution to Planning Commissioners on or before the date advised by the Building Official.

INFORMATION SUBMITTED SHALL BE ASSUMED TO BE CORRECT AND APPLICANT AND/OR AGENT SHALL ASSUME RESPONSIBILITY FOR ANY ERRORS AND/OR INACCURACIES IN AN IMPROPER APPLICATION.

Signature of person preparing this checklist (Applicant or Representative)

Date Submitted

**APPLICATION FOR A CONDITIONAL USE PERMIT
CITY OF SPRINGDALE BUILDING DEPARTMENT
11700 SPRINGFIELD PIKE SPRINGDALE, OHIO 45246
TELEPHONE: (513) 346-5730**

FOR CITY OF SPRINGDALE BUILDING DEPARTMENT USE ONLY:

CASE # _____

DATE RECEIVED: _____

FEE RECEIPT # _____

RECEIVED BY: _____

NOTE: THIS APPLICATION MUST BE TYPEWRITTEN OR NEATLY PRINTED 6 USE
ADDITIONAL SHEETS IF NECESSARY

NAME OF APPLICANT _____

ADDRESS _____ PHONE NO. _____

CITY/STATE/ZIP _____ EMAIL _____

NAME, ADDRESS & AUDITOR'S PARCEL ID NUMBER OF EACH PROPERTY OWNER
OF RECORD WITHIN THE PROPERTY WHICH IS REQUESTED FOR CONDITIONAL
USE REQUEST:

1. _____

2. _____

BRIEFLY DESCRIBE REQUEST _____

EXISTING ZONING OF THE SUBJECT PROPERTY: _____

**BY SUBMITTING THIS APPLICATION I AGREE THAT THE CITY MAY PLACE A SIGN ON THE
SUBJECT PROPERTY GIVING PUBLIC NOTICE OF THE HEARING.**

(MY) (OUR) INTEREST IN THE SUBJECT PROPERTY IS:

OWNER _____ AGENT _____ LESSEE _____ OPTIONEE _____

APPLICANT _____
Signature Address Phone Fax

OWNER(S) _____
Signature Address Phone Number

OWNER'S AFFIDAVIT

STATE OF OHIO, COUNTY OF HAMILTON

I (we) _____ hereby certify that we are all of the owners of the real estate which is the subject of the Conditional Use Permit Application; that we hereby consent to the Planning Commission of the City of Springdale acting on my/or application for the subject real estate. We understand that our application will be considered and processed in accordance with the regulations as set forth by the City of Springdale Building Department and Zoning Code; that we agree to accept, fulfill and abide by those regulations and all stipulations and conditions attached to the property by the Planning Commission of the City of Springdale. The statements and attached exhibits are in all respects true and correct to the best of my/our knowledge and belief.

Further, I understand that I am responsible for the review costs incurred by the City as described more specifically in Section 1.2 of the Checklist. I also understand that failure to pay such fees within 30 days of invoice shall all processing and review of the site development plans or shall cause suspension of all development activities on the site and shall possibly result in a municipal lien being placed against the property to recover the expenses.

Signature

Mailing Address

City and State

Phone

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public

Person to be contacted for details, other than signatory:

Name Address Phone

PUBLIC NOTIFICATION SIGN

Prior to the conditional use permit hearing the City will place a public notification sign on the subject property near the public street in accordance with 153.708(A) of the Zoning Code. The sign will be removed by the City on the next business day following the hearing. There is an example of the sign below:

