

CITY OF BEAVERCREEK BOARD OF ZONING APPEALS

CONDITIONAL USE REQUEST

SPECIAL INSTRUCTIONS TO APPLICANTS

The applicant should forward the following information to:

City of Beavercreek Planning and Zoning Department
1368 Research Park Drive
Beavercreek OH 45432

1. One original and 13 copies of the complete application for Conditional Use.
2. Attach 14 copies of a vicinity map of the area designating the site involved.
3. Fourteen copies of the site plan on the site involved, drawn to standard engineer's scale of 1" = 20', 1" = 30' or 1" = 40'. The site plan must show lot dimensions, building locations on the lot/parcel and the building dimensions and setbacks from the lot lines. The applicant must also indicate on the site plan location of all the following.
 - Location of right-of-way or proposed right-of-way.
 - Location and size of existing buildings and accessory structures.
 - Location of storm water and sanitary sewers on the property.
 - Location of water through development site.
 - Location of septic tank/leach bed.
 - Location of gas lines.
 - Location of water wells.
 - Location of other utilities.
 - Location of drainage and utility easements
 - Location of all property lines involved.
 - Location of any other on-site landmarks affected by Conditional Use Request.
 - Location of regulatory floodplain if any portion of the parcel is located within a floodplain.
 - Proposed parking lot landscaping and screening plan including on-site trash collection facilities.
 - Proposed parking plan and on-site traffic circulation pattern including lane markings, directional signage, and dimensions.
 - Preliminary storm water detention/retention facility and drainage calculation.
 - Existing and post-construction contour lines (grading plan).
 - Proposed public improvements, i.e. sidewalks, street widening, etc.
 - Photometric plan of parking lot and exterior building lighting.

4. Any other plans, brochures, or applicable written background material relating directly to the case.
5. Three sets of a list of names and addresses for all owners of property within 500 feet from Greene County Auditor's Office (www.co.greene.oh.us) current to within 14 days prior to application submission.
6. **A check for \$150.00 made payable to the City of Beavercreek.**
7. Upon completion of the application for the Beavercreek Board of Zoning Appeals, you will be notified by written notice when the hearing date of your application is scheduled. Failure of applicant to attend will result in a delay of a decision or cancellation of the case.
8. Applicant may withdraw his application during any stage of its processing by giving written notice to the Beavercreek Planning Department, however the application fee is non-refundable.
9. Cut-off date for submission of application:

Meeting Date: _____

Cut-off Date: _____

APPLICATION FOR CONDITIONAL USE APPROVAL

Board of Zoning Appeals
City of Beavercreek

Application Number _____

The undersigned requests a conditional use permit for the use specified below. Should this application be approved, it is understood that it shall only authorize that particular use described in this application and any conditions or safeguards required by the Board of Zoning Appeals. If this use is discontinued for a period of more than six (6) months, this permit shall automatically expire.

1. Name of Applicant _____
Mailing Address _____
Phone Number (home) _____ (business) _____
2. Property Description:
Address _____
Subdivision Name _____
Book/Page/Parcel/Lot Number _____
If applicant is not the owner of the property:
Property Owner's Name _____
Property Owner's Address _____
3. Existing Use _____
Proposed Use _____
4. Zoning District _____
5. Description of Conditional use _____

Date

Applicant's Signature

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For Official Use Only

Date Filed _____

Fee Paid _____