

Fee Paid \$ _____ (\$75)

**Application for
Change of Nonconforming Use
City Planning Commission
Findlay, Ohio**

Application # _____

The undersigned requests that the application and site plan be approved for the use specified below. Should this application be approved, it is understood that it shall only authorize the particular use described in this application. Any conditions or safeguards required by the Commission shall be considered a part of the approval.

Name of Owner: _____

Mailing Address: _____

Telephone Number: Home: _____ Business: _____

Address of Special Use: _____

Subdivision: _____ Lot #: _____

Zoning District: _____ Flood Zone: _____

Description of proposed use: _____

Proposed parking: _____

Proposed signage: _____

Items to be included on plan:

Existing Conditions

- Date, northpoint and scale (scale to be not less than 1"=50' of the subject property).
- Location of the existing building, signs, structures, drives, sidewalks and parking areas on the property.
- Location of existing utilities on the property relative to the site development.
- Dimensions of all lot and property lines showing the relationship of the subject property to abutting property lines, alleys and street rights-of-way.
- If building or parking areas are to be constructed, show topographical at contour intervals of not less than one (1) foot, indicating significant features such as buildings, trees, and ditches.

Proposed Development

- Proposed layout including buildings, landscaping, access drives, parking space(s), and size.
- Locations of proposed loading areas, signs, screening, refuse and service areas.
- Name and address of the person responsible for the preparation of the site plan.
- Provide on the plan, your calculations for proposed parking need. The City Planning Commission will review each use on its own merits and will use accepted parking standards as a guideline.
- Means of storm water disposal, including elevations, catch basins, and direction of surface flow for proposed asphalt or stone parking areas.
- Floor plan of the area of the home to be utilized with the special use.
- Proposed utility locations relative to waterline; sanitary and storm sewers.

This application, eight (8) copies of the site plan containing the items listed above and fee shall be submitted a minimum of twenty-one (21) days prior to the next scheduled meeting of the City Planning Commission to be considered for placement on the agenda. Seven (7) days prior to the scheduled meeting, I shall submit a copy of the notice sent and the master list assembled for the notice requirement.

Owner's Signature

Date

Notice of Change of Nonconforming Use

This notice is to inform you, as an adjacent property owner, that I have applied for a special use of the property described below. I am seeking approval by the City Planning Commission for the following described use:

Applicant _____ Phone: _____

Owner: _____ Phone: _____

Property Address: _____

Zoning District: _____ Flood Zone: _____

Description of proposed use: _____

Parking Consideration for the use shall be: _____

Signage proposed for the use shall be: _____

The City Planning Commission will meet on: _____
DATE

At _____ AM / PM in the 3RD Floor Conference Room of the Municipal Building to discuss the application. You are invited to attend and present your views concerning this use in you neighborhood.

Applicant

Date