



**APPLICATION FOR CONDITIONAL USE
CITY PLANNING COMMISSION, FINDLAY, OH**

(Amended January 1, 2016)

Fee Paid \$ _____ (\$100)

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.

Address of Property: _____

Lot Number & Subdivision Name: _____

Furnish copy of plat if lot is irregular in shape.

Address of Special Use: _____

Owner Name: _____ Address: _____

City, State, Zip: _____ Day Phone: _____

Applicant if not Owner Name: _____ Address: _____

City, State, Zip: _____ Day Phone: _____

Contractor: _____ Address: _____

City, State, Zip: _____ Day Phone: _____

Subdivision: _____ Lot # _____

Zoning District: _____ Flood Zone: _____

Description of existing use: _____

Description of proposed use: _____

Proposed signage: _____

Attach a plan of the site showing the locations of buildings, parking, loading areas, street access, and traffic circulation on the site, open space, landscape, utilities, signage, and refuse service area. It is suggested that you attach a narrative that would address the possibility of noise, odor and economic impact upon the property and the neighboring properties.

NOTICE OF ADJACENT PROPERTY OWNERS: Applicant shall provide the names and addresses of all abutting property owners along with addressed, stamped envelopes for mailing of notice to those owners.

This application, three (3) copies of the site plan containing the items listed above and fee shall be submitted four weeks prior to the scheduled monthly meeting to be considered for placement on the agenda. Planning Commission meets the second Thursday of every month at 9 a.m.

Owner's Signature

Date

All items are to be submitted to the City Planning Commission, 318 Dorney Plaza, Room 304, Findlay, OH 45840. If you have any questions regarding procedure, please contact HRPC at 419-424-7094.

NOTE: An application will be considered complete and ready for processing only if it is submitted in the required number and form, includes all required information and is accompanied by the required filing fee.

A determination of application completeness will be made within 7 working days after the application deadline.