



Application for a Conditional Use Permit

Monroe Development Department
 233 South Main Street, Monroe, Ohio 45050
 Phone: 513-539-7374
www.monroehio.org

For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Date of Planning Commission Review:

Fee Paid:

Staff Initials:

Application/Case Number:

Conditional Use Permit Review Information

1. The conditional use permit review procedure and review criteria are established in Section 1203.07 of the Monroe Planning and Zoning Code.
2. Some conditional uses may be subject to use-specific standards in addition to the general review criteria for all conditional uses. Such use-specific criteria will be identified in Chapter 1204 and, more specifically, Section 1204.04.
3. If the applicant is proposing a development that will also require a site plan review, such review shall occur simultaneously and the applicant shall submit a site plan review application.
4. The Monroe Planning Commission reviews all conditional use permit applications.
5. The application fee for a zoning amendment is \$300, due at the time the application is submitted.

Basic Project and Site Information

Project Address:

County: Butler Warren

Total Lot Area:

County Tax Parcel ID:

Project/Development Name:

Existing Zoning District:

Proposed Use: Residential Commercial Office Industrial Public or Institutional Use
 Mixed use

Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Property Owner Name:

The applicant may attach a separate sheet of a paper with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Conditional Use Permit Information

1) Will a site plan review be required with the conditional use permit review? See Section 1203.06.

Yes

No

Project Address or Tax Parcel ID:

Conditional Use Permit Information Continued

2) Please describe, in detail, the proposed use of the site.

3) Describe how the proposed use will be harmonious with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area.

4) Describe how the proposed amendment furthers the objectives of the comprehensive plan.

Certification and Signatures

Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this conditional use application and any subsequent zoning permit or other review applications.

Print Name:

Signature:

Date:

Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project.

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

Submittal Requirement Checklist

Digital Submittal Requirements

- | | |
|--------------------------|---|
| <input type="checkbox"/> | All document applications shall be submitted in an electronic format compatible with the city's computer systems. Adobe PDF files are acceptable. |
|--------------------------|---|

General Information

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Application fee |
| <input type="checkbox"/> | Sixteen copies of the plans and maps established below at a scale no smaller than 1 inch = 100 feet, unless otherwise noted – Eight of the copies shall be on pages with a minimum size of 24"x36" and the other eight copies shall be on pages with a minimum size of 11"x17". Additional copies may be required based on project specifics. |
| <input type="checkbox"/> | Eight copies of the Traffic Impact Study, if required. See Section 1211.04 |
| <input type="checkbox"/> | Any additional information determined to be necessary by the Development Department |
| <input type="checkbox"/> | Final mylars and digital files of all maps and plans will be required after approval |

Note: Any addition or alteration of landscaping, lighting, or parking will require a site plan review and the applicant shall be responsible for completing the site plan review application and submitting the necessary information.

Existing Conditions Map

- | | |
|--------------------------|--|
| <input type="checkbox"/> | All existing zoning district classifications on the site and adjacent to the site |
| <input type="checkbox"/> | Parcel boundaries of all parcels adjacent to the site |
| <input type="checkbox"/> | Names of all subdivisions and property owners of lots adjacent to the site |
| <input type="checkbox"/> | Location of existing buildings, structures, curb cuts, parking and loading areas, lighting fixtures, outside trash storage facilities, , fences, outdoor display or storage, and other built or impervious surfaces. |
| <input type="checkbox"/> | Location of existing vegetation (general location) to be maintained |