



# CONDITIONAL USE APPLICATION

## Board of Zoning Appeals – Conditional Use Application

Please complete the following form and submit all requested material with your application. Materials submitted as part of this application are retained as part of the public record for this case. Applicants are encouraged to keep a copy of all materials for their own records.

Property and Owner Information		STAFF USE ONLY
PROPERTY ADDRESS – OR PARCEL NUMBER(S) IF NO ADDRESS		FILE INFORMATION
Applicant Contact Information		
APPLICANT NAME		RECEIVED AMOUNT / CHECK #
APPLICANT ADDRESS		
PREFERRED CONTACT METHOD	APPLICANT EMAIL	CASE NUMBER (S)
<input type="checkbox"/> EMAIL PREFERRED <input type="checkbox"/> PHONE PREFERRED	APPLICANT PHONE	MEETING DATE

Please attach an extra page should you need more space to answer any of the questions. Remember to attach the owner’s affidavit along with any required plans to your application.

Plot Plan Requirements and Elevation Drawings
<p>In addition to the completed application, please provide a digital PDF or (2) copies physical paper plans (<i>11x17 preferred</i>) illustrating the following requirements:</p> <ol style="list-style-type: none"> <li>1. The property boundaries and dimensions of the entire lot.</li> <li>2. Elevation drawings illustrating the height and façade measurements.</li> <li>2. The size, location, and dimensions of all existing and proposed structures</li> <li>3. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces and landscaping.</li> <li>4. The relationship of the requested variance to the standards set by the Zoning Resolution.</li> <li>5. The use of land and location of structures on adjacent property</li> </ol>

### Supporting Application Questions and Materials

Please describe the facts upon which this appeal or application are based on the following pages. You may attach an additional sheet of paper if more room is needed.

I/we hereby request the Board of Zoning Appeals to authorize issuance of a Zoning Certificate and/or Conditional Use for:

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# Board of Zoning Appeals – Conditional Use

List and describe all types of easements and other restrictions recorded with Montgomery County, which concern this Appeal or application:

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If any previous appeal or application has been filed in connection with this property, state date or dates:

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## Description of Property and Intended Use

1. Description sufficient to identify the property, including a reference of the volume and page of the last recorded deed or plat, if address or parcel ID are not available.

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2. The proposed use of the property.

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3. Statement of the necessity or desirability of the proposed use to the neighborhood or community.

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4. Statement of the compatibility of the proposed use to adjacent property and land use.

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5. In your own words, please **clearly describe** the request to which you are seeking approval *in detail* below. (If there is not enough space, please attach a separate sheet of paper describing your request.)

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### COMMUNITY DEVELOPMENT

# Board of Zoning Appeals – Conditional Use

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## Standards for a Conditional Use

In each specific case, the Board of Zoning Appeals shall not grant a Conditional Use unless it shall make specific findings of fact. *The Board of Zoning Appeals will conclude a decision directly based upon the particular evidence presented. These findings will include the following:*

- A. The proposed Conditional Use will comply with all applicable regulations of this Resolution, including lot size requirements, development standards and use limitations.
- B. Adequate utility, drainage and other such necessary facilities have been or will be provided.
- C. Adequate access roads or entrance and exit drives will be provided and will be so designed as to prevent traffic hazards and to minimize traffic conflicts and congestion in public streets and alleys.
- D. All necessary permits and licenses for the use and operation of the Conditional Use have been obtained, or evidence has been submitted that such permits are obtainable for the proposed Conditional Use on the subject property.
- E. All exterior lights for artificial open-air illumination are so shaded as to avoid casting direct light upon any adjacent property located in a Residential District.
- F. The location and size of the Conditional Use, the nature and intensity of the operation involved or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it shall be such that it will be compatible with the appropriate and orderly development of the district in which it is located.
- G. The location, nature, and height of buildings, structures, walls, and fences on the site and the nature and extent of landscaping and screening on the site shall be such that the use will not unreasonably hinder or discourage the appropriate development, use and enjoyment of adjacent land, buildings and structures.
- H. The Conditional Use requested will not adversely affect the public health, safety, or morals.

**Note:** If doing a conditional use (lot split), your next step is the field survey, preparation of the deeds, and submittal to the Montgomery County Planning Commission.

### COMMUNITY DEVELOPMENT



## Property Owner Affidavit

### Property and Application Information

Property Address or Parcel Number(s) Associated with this Application	Type of Application (or Case#)
Applicant's Printed Name or Company	Applicant's Phone
Applicant's Signature	Date

### Property Owner(s) Affidavit - Owner(s) signatures must be notarized.

I (we), \_\_\_\_\_ Owner(s) Printed Name

hereby certify that I (we) are the owner(s) of the above property. I (we) attest to the accuracy and truthfulness of the statements and any exhibits provided on this application to be true to the best of my (our) knowledge. We understand that our application will be considered and processed in accordance with the regulations set forth by the Miami Township Zoning Resolution. I (we) understand that the materials provided within this document are subject to public record and will be considered in rendering a decision on this request. I (we) authorize Miami Township to place a Public Hearing Notification sign on the property as needed during the proceedings of this hearing.

Owner Signature #1	Date	Owner Signature #2	Date
Owner #1 Printed Name		Owner #2 Printed Name	
Owner #1 Mailing Address		Owner #2 Mailing Address	
Owner #1 Phone		Owner #2 Phone	

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Stamp

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
My Commission Expires