



APPLICATION FOR CONDITIONAL ZONING CERTIFICATE

Submission Date: _____
Name of Applicant: _____
Applicant's Address: _____
Phone No.: _____ **Cell/Alt Phone:** _____
Email: _____
Property Owner (if different): _____
Conditionally Permitted Use: _____
For Property Located At (Address or C/L No.): _____

Zoning District in Which Property is Located: _____

Fee: \$100.00 **Date Paid:** _____

Attached as part of this application are:

- A. Site Plans (15 sets) showing:
 - 1. Existing property lines and proposed divisions of property, including project phasing.
 - 2. Existing site features including structures, utilities, easements, topography, oil and gas wells and/or storage tanks, etc.
 - 3. Existing features abutting the property including structures, public and private streets, utilities, easements, topography, oil and gas wells and/or storage tanks, etc.
 - 4. Proposed site features including structures, parking facilities, landscaping features, site lighting, utilities, easements, public and/or private streets or other means of site access.
 - 5. Transportation Analysis (8 sets) as required by §154.077 of the Zoning Code.

For additional information on site plan requirements, see §154.070 of the Zoning Code.

- B. Architectural elevations and floor plans (15 sets) for all proposed structures.
- C. Written statement(s) demonstrating how the proposed use complies with the City's Land Use and Thoroughfare Plan, Zoning Code, the *General Standards* for conditional uses as outlined in §154.544(B) and the specific conditions applicable to the proposed use outlined in §154.546 of the Zoning Code.
- D. For Home Occupation Submissions Only. Submit a written description of the proposed home occupation and floor plan showing dimensions of room(s) that will be used for the home occupation. Also, describe how the proposal complies with the specific requirements for home occupations outlined in §154.546(17) of the Zoning Code.

Applicant's Signature

Date

For Departmental Use Only

Planning Commission Action: Approval: _____ **Disapproval:** _____

Date of PC Action: _____ **Time Limit:** _____

Additional Comments:



ZONING PROVISIONS FOR HOME OCCUPATIONS

A home occupation is a small scale business operation that takes place out of the occupant's home. All home occupations are considered conditionally-permitted uses and are subject to the zoning regulations pertaining to conditional uses (see §§154.542 through 154.546 of the codified ordinances). The most important of these provisions are noted below.

§154.545 PERMITTED CONDITIONAL USES

- (15) Home occupations, subject to §154.546(B)(17).

§154.546 CONDITIONALLY PERMISSIBLE USES, REGULATIONS.

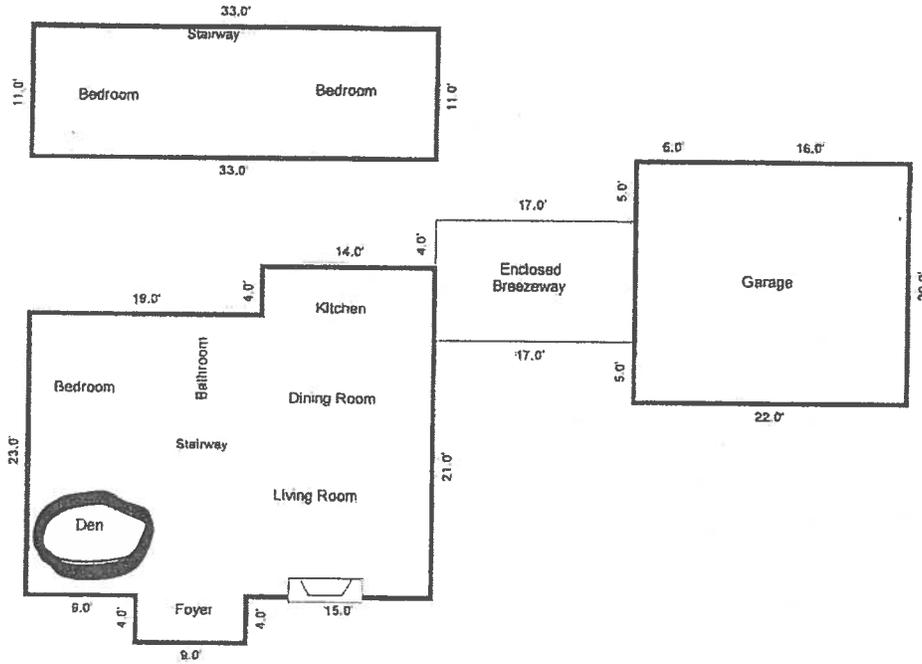
- (17) Such uses shall be secondary in importance to the use of the dwelling for dwelling purposes. The Planning Director shall have the administrative discretion to not require Planning Commission review of an application if, upon completion of required application materials, the Planning Director determines that the proposed home occupation would meet the general and specific standard for home occupations and the use does not involve customer, client or materials delivery type activity at the dwelling. An example of such a use that would potentially meet such standards would be: computer based businesses where clients communicate through telephones or computers with no additional traffic at the dwelling other than typical residential traffic.
 - (a) Such uses shall be conducted by the occupant with no additional employees.
 - (b) Such occupations shall be carried on entirely within the dwelling and not in an accessory building; however, the garage may be used provided that the home occupation does not preclude the storage of the number of vehicles for which the garage was designed.
 - (c) The conducting of their home occupation shall not occupy more than 30% of the floor area of only one story.
 - (d) The proposed use shall not constitute primary or incidental storage facilities for a business, industrial, or agricultural activity conducted elsewhere.
 - (e) No activity, materials, goods or equipment indicative of the proposed use shall be visible from any public way or adjacent property.
 - (f) No signs are permitted for home occupations.
 - (g) The proposed use shall not generate noise, odor, fumes, smoke, or vehicular or pedestrian traffic in an amount which would tend to depreciate or change the residential character of the neighborhood in which the proposed use is located.

All applications for home occupation approval must be found to demonstrate compliance with these provisions.

Building Sketch (Page - 1)

[Redacted]
 [Redacted]
 City [Redacted] State Ohio [Redacted]
 Lot [Redacted]

SAMPLE



Comments:

AREA CALCULATIONS SUMMARY			
Code	Description	Size	Net Totals
GLA1	First Floor	851.00	851.00
GLA2	Second Floor	363.00	363.00
P/P	Breezeway	170.00	170.00
GAR	Garage	440.00	440.00
TOTAL LIVABLE (rounded)			1214

LIVING AREA BREAKDOWN		
Breakdown		Subtotals
First Floor		
4.0 x	9.0	36.00
23.0 x	33.0	759.00
4.0 x	14.0	56.00
Second Floor		
11.0 x	33.0	363.00
4 Calculations Total (rounded)		1214