



209 South Main Street • Marysville, Ohio 43040
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

BOARD OF ZONING APPEALS REQUEST FOR CONDITIONAL USE

***** IMPORTANT INFORMATION ~ Please read before completing the application*****

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by City staff for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Board agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- No late submittals or additional information will be accepted after the application deadline.
- **Any construction and/or occupancy of the site for which the conditional use is being requested for shall not commence until approval is granted by the Board of Zoning Appeals and all appropriate approved permits are obtained by the City and the County Building Department.**

Project Site Information *(Please print clearly)*

Project Street Address: _____ Property Zoning District: _____

Company / Business Name: _____

Description of Proposed Project: _____

Description of the nature of the conditional use (be specific): _____

Owner of Property: _____

Owner's Address (Street): _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Applicant Information *(Please print clearly)*

Applicant: _____ Owner Agent Representative Other

Company: _____

Address (street): _____

City, State, and Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Please contact the City Zoning Administrator or City Planner prior to making your application submittal. City Staff are available to assist you in reviewing all application requirements to ensure your application is complete.

For staff Use

Yes No

Application Requirements

		REQUIRED FOR ALL SUBMITTALS:
		One (1) original signed application
		One (1) copy of the Site Plan drawn at a suitable scale at 11 x 17 inches or 24 x 36 inches in size (unless staff grants an alternative size)
		One (1) copy of a written statement answering the facts and circumstances listed in Section 1129.22 of the Planning and Zoning Code. <i>The facts and circumstances can be found on the City's website at http://www.marysvilleohio.org/DocumentCenter/Home/View/304 Please be sure you answer all of the questions as these are the questions that the Board reviews when making a determination on the application</i>
		One (1) set of mailing labels or a printed word template (5160 in size) containing the names and addresses of the property owner(s) contiguous to or directly across the street from the property. <i>Please refer to the County website http://www.co.union.oh.us/ to get this information and please make sure you go to the link for tax mailing address</i>
		DIGITAL SUBMITTAL REQUIRED:
		All applications require a digital (.pdf) submittal (applications, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.
		SITE PLAN DRAWING: (Shall include the following information)
		Location of all adjoining properties
		Lot size
		Location and setbacks of existing and proposed structures
		Location and setbacks of all existing and proposed off-street parking and loading areas
		Location of all existing and proposed traffic access and circulation areas
		Location of all existing and proposed open spaces
		Location of all existing and proposed landscape areas
		Location of all existing and proposed refuse and service areas
		Location of all existing and proposed utility lines
		Location and size of all existing and proposed signage

I hereby attest to the truth and exactness of all information supplied on and with this application.

Applicant's Signature: _____

Date: _____

Owner's Signature: _____

Date: _____

FOR OFFICE USE ONLY

Received (stamp): _____

Fees: _____

The application has been reviewed and is found to be complete.

City Staff

Date

DECISION OF THE BOARD OF ZONING APPEALS

Approved

Disapproved

Approved with conditions (provided below)

Specific Stipulated Conditions for Approval:

Chairperson, Board of Zoning Appeals

Date



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2018

Board of Zoning Appeals (BZA)

Meeting Schedule and Application Submission Deadline

(* Please note – Meeting will be held on Tuesday due to City holiday observance from Monday)

(* Please note – Meeting will be held on Tuesday due to City Council meeting reflecting regular scheduled meeting time for holiday observance)

APPLICATION DEADLINE	MEETING DATE
December 22, 2017	January 16, 2018 *
January 29, 2018	February 20, 2018 *
February 26, 2018	March 19, 2018
March 26, 2018	April 16, 2018
April 30, 2018	May 22, 2018 *
May 28, 2018	June 18, 2018
June 25, 2018	July 16, 2018
July 30, 2018	August 20, 2018
August 27, 2018	September 17, 2018
September 24, 2018	October 15, 2018
October 29, 2018	November 19, 2018
November 26, 2018	December 18, 2018 *
December 21, 2018	January 22, 2019 *