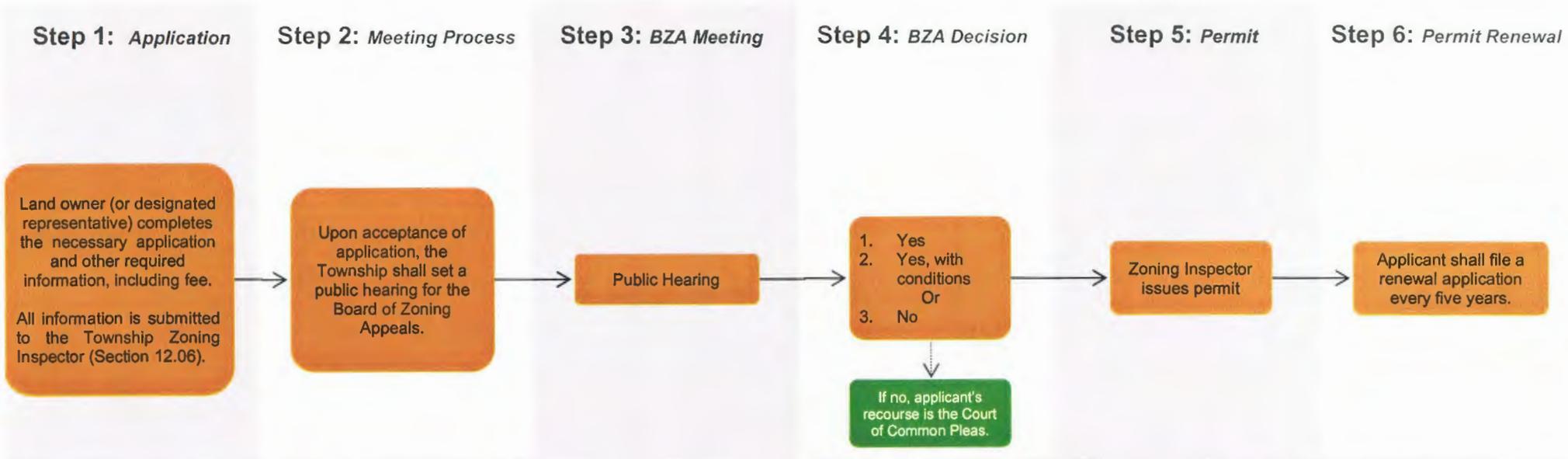


CONDITIONAL USE PERMIT PROCESS (Ohio Revised Code 519.14, 15 & Section VII of the Zoning Resolution)



- Application requirements:**
1. Legal description
 2. Description of current use.
 3. Zoning district
 4. Proposed use
 5. Plot plan
 6. Traffic analysis
 7. Drainage analysis
 8. Construction timetable
 9. Evidence of financial capacity
 10. Such other information as the BZA requires.

At least ten (10) days prior to the meeting, the Township shall give writing notice to the parties of interest and give notice of public hearing in one or more newspapers of general circulation in the County.

The adjacent property owners and those across the street shall also be notified.

Public hearing shall be conducted by the Board of Zoning Appeals. Such meetings are open to the public, but are not considered public hearings for the general public to present their opinions.

Upon hearing, any person may appear in person or by attorney. All testimony shall be given under oath or affirmation. Testimony shall be relevant to the facts and not unsubstantiated opinions.

The Board shall act within a reasonable time frame after the application is submitted.

Applicant must show conformance with the general standards noted in Section 12.04 and the specific conditions listed in Section 12.05 per use.

The Board of Zoning Appeals may enter executive session to discuss and deliberate to arrive at a decision.

The Board must exit executive session and enter the open session and, by resolution, adopt by majority vote to grant (with conditions) or deny the conditional use permit.

It is important for the Board to keep an accurate (recorded) record of the proceedings and prepare a written decision that may include the following:

1. Statement of the application
2. Findings of fact made by the board upon evidence presented.
3. Conclusion of the Board (reasoning for decision)
4. Statement of the decision.

An appeal must be filed within thirty (30) days to the Court of Common Pleas for applicants adversely affected.

The conditional use permit shall be signed (with conditions noted) by the applicant and the Board of Zoning Appeals. A copy is forwarded to the Fire Department, Zoning Inspector and Township Trustees.

The permit shall be renewed by the Board of Zoning Appeals without public hearing, unless there is reasonable grounds to believe the applicant has not complied with the conditions of the original permit.

The Zoning Inspector may at any time revoke or suspend the permit for the applicant's failure to comply with any applicable sections to the Zoning Resolution or specific conditions placed on the permit (Section 12.11).

Applications received before the 15th of the month will be scheduled for the 2nd Tuesday of the following month.