



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227 Fax: (937) 854-0574

CONDITIONAL USE APPLICATION

Date: _____ FEE: \$200

APPLICANT: Name: _____ Phone#: _____

Address: _____ City _____ State ____ Zip _____

PROPERTY OWNER: Name: _____ Phone#: _____

Address: _____ City _____ State ____ Zip _____

ZONING DISTRICT: _____

EXISTING USE: _____

PROPOSED USE: _____

DESCRIPTION (LOCATION) OF PROPERTY IN CONDITIONAL UE REQUEST (Complete as Applicable):

Address: _____

Subdivision Name: _____ Lot # _____

Book _____ Page _____ Parcel Number (s) _____

Statement identifying and describing Conditional Use requested: _____

In addition , five (5) copies of the site plan drawn to scale must accompany this application showing dimensions and shape of the lot, size and locations of existing buildings, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the lot in question. Detailed information for application submission is attached.

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature _____ Email _____

Case #: _____

Application is ____ approved ____ not approved. _____ / _____

Planning & Zoning Administrator

Date

SPECIAL INSTRUCTIONS TO APPLICANT

FOR CONDITIONAL USE REQUEST

- ❖ The applicant is urged to discuss with the City Zoning Administrator the nature and legal limits of such a request under the Zoning Ordinance prior to submittal of Conditional Use Application.
- ❖ The applicant should forward the following information to:
 - City of Trotwood Board of Zoning Appeals
 - c/o Zoning Administrator
 - 3035 Olive Rd.
 - Trotwood, Ohio 45436-2600
- A. A complete application for Conditional Use Request.
- B. 5 copies of a vicinity map of the area designating the site involved.
- C. 5 copies of a site plan of the site involved, drawn to standard engineers scale of 1" = 20 feet. The site plan can be a single line drawing and must show property lines and dimensions, location and dimensions of all buildings , and setbacks from lot lines. The applicant must also show on the site plan all of the applicable items listed below:
 - _____ Location of streets, sidewalks and rights-of-way adjacent to the property.
 - _____ Location and size of existing buildings and accessory structures.
 - _____ Location of drainage and utility easements.
 - _____ Location and number of driveway entrances and exits.
 - _____ Location of any other on-site landmarks affected by the Conditional Use Request.
 - _____ Location of regulatory floodplain if any portion of the parcel is located within a floodplain.
 - _____ Location and character of any display of goods and services.
 - _____ Location and character of proposed parking lot landscaping and screening, including on -site trash collection facilities.
 - _____ Proposed parking plan and on-site traffic circulation pattern including lane markings, directional signage, and dimensions.
 - _____ Preliminary storm water detention/retention facility and drainage calculation.
 - _____ Existing and post-construction contour lines (grading plan).
 - _____ Proposed public improvements, i.e. sidewalks, street widening, etc.
- D. The application should also include the following information in order for the Board of Zoning Appeals to render its decision:
 1. Photographs, pictures, drawings or renderings representing the design and character of the proposed building.
 2. Photographs, pictures, drawings and/or plans representing the size, nature and lighting of proposed signs.
 3. A narrative of statement of operation, including hours of operation and any other information that will explain the operation.
 4. Other information as required under Section 1133.04 for specific Conditional Uses.
 5. Any other plans, brochures, pamphlets, or applicable material relating directly to the case.

- E. Three copies of the list of names and addresses of property owners within 300 feet of the site must accompany each application. These must be acquired from the Montgomery County Auditor's Office in the Court House in Dayton, Ohio or at www.mcrealestate.org, (Click on "Search for Property Records.")
- F. Upon completion of review of the application for the Trotwood Board of Zoning Appeals, you will be notified in writing when the hearing date of your application is scheduled. Failure of applicant to attend the Public Hearing may result in a delay of a decision or cancellation of the case.
- G. Applicant may withdraw the application during any stage of its processing by giving written notice to the Trotwood Board of Zoning Appeals; however, the application fee is non-refundable.