



Board of Zoning Appeals – Conditional Use Application

Case #: _____ Fee: \$ 200 Paid

The City of Urbana | Department of Zoning and Compliance
205 South Main Street, Urbana, Ohio 43078 | ZoningandCompliance@ci.urbana.oh.us | (937) 652-4325 | www.urbanaohio.com

Applicant Information

Full Name: _____ Property: Owner Tenant Agent

Address: _____
(street address) (city) (state) (zip code)

Phone: _____ Email: _____

Property Information

Property Address: _____
(street address) (city) (state) (zip code)

Parcel ID: _____ Current Zoning District: _____

Subdivision: _____ Lot Number: _____

Overlay District: _____ Current Use: _____

Project/Proposal General Information

Conditional Use Pursuant to Chapter: _____

Description of Conditional Use: _____

Request by Applicant: _____

Findings of Fact

The Board of Zoning Appeals shall review the particular facts and circumstances of each proposed use in terms of all the following standards and shall find adequate evidence showing that the use at the proposed location

IS IN FACT A CONDITIONAL USE AS ESTABLISHED UNDER THE PROVISIONS OF CHAPTERS 1120 – 1126 AND APPEARS ON THE OFFICIAL SCHEDULE OF DISTRICT REGULATIONS FOR THE ZONING DISTRICT INVOLVED.

WILL BE HARMONIOUS WITH AND IN ACCORDANCE WITH THE GENERAL OBJECTIVES, OR WITH ANY SPECIFIC OBJECTIVE OF THE CITY'S COMPREHENSIVE PLAN AND/OR THIS PART.

WILL BE DESIGNED, CONSTRUCTED, OPERATED AND MAINTAINED SO AS TO BE HARMONIOUS AND APPROPRIATE IN APPEARANCE WITH THE EXISTING OR INTENDED CHARACTER OF THE GENERAL VICINITY AND THAT THE USE WILL NOT CHANGE THE ESSENTIAL CHARACTER OF THE SAME AREA.

WILL NOT BE HAZARDOUS OR DISTURBING TO EXISTING OR FUTURE NEIGHBORING USES.

WILL BE SERVED ADEQUATELY BY ESSENTIAL PUBLIC FACILITIES AND SERVICES SUCH AS HIGHWAYS, STREETS, POLICE AND FIRE PROTECTION, DRAINAGE STRUCTURES, REFUSE DISPOSAL, WATER AND SEWER, AND SCHOOLS; OR THAT THE PERSONS OR AGENCIES RESPONSIBLE FOR THE ESTABLISHMENT OF THE PROPOSED USE SHALL BE ABLE TO PROVIDE ADEQUATELY ANY SUCH SERVICES.

WILL NOT CREATE EXCESSIVE ADDITIONAL REQUIREMENTS AT PUBLIC COST FOR PUBLIC FACILITIES AND SERVICES AND WILL NOT BE DETRIMENTAL TO THE ECONOMIC WELFARE OF THE COMMUNITY.

WILL NOT INVOLVE USES, ACTIVITIES, PROCESSES, MATERIALS, EQUIPMENT AND CONDITIONS OF OPERATION THAT WILL BE DETRIMENTAL TO ANY PERSONS, PROPERTY OR THE GENERAL WELFARE BY REASON OF EXCESSIVE PRODUCTION OF TRAFFIC, NOISE, SMOKE, FUMES OR ODORS.

WILL HAVE VEHICULAR APPROACHES TO THE PROPERTY WHICH SHALL BE SO DESIGNED AS NOT TO CREATE AN INTERFERENCE WITH TRAFFIC ON SURROUNDING PUBLIC THOROUGHFARES.

Applicant Affidavit

I certify that I have the authority to file this application, have read the application in its entirety, and that all information and attachments are true and correct to the best of my knowledge. I understand that submittal of an application does not constitute acceptance for processing until the Planning & Zoning Department reviews that application for accuracy and completeness.

Applicant Signature: _____ Date: _____

Board of Zoning Appeals Supplemental Information

2023 Meeting Schedule and Application Deadlines

All meetings will be held in the Fire and Police Training Room located on the second floor of the City's Municipal Building located at 205 South Main Street. All meetings will be at 6:00 PM.

Application Deadline	Meeting Date
Dec 28, 2022	Jan 09, 2023
Feb 01, 2023	Feb 13, 2023
Mar 01, 2023	Mar 13, 2023
Mar 29, 2023	Apr 10, 2023
Apr 26, 2023	May 08, 2023
May 31, 2023	Jun 12, 2023
Jun 27, 2023	Jul 10, 2023
Aug 02, 2023	Aug 14, 2023
Aug 30, 2023	Sep 11, 2023
Sep 27, 2023	Oct 09, 2023
Nov 01, 2023	Nov 13, 2023
Nov 29, 2023	Dec 11, 2023

Application Checklist

Review and complete the applicant column prior to application submittal.

Applicant	Meeting Date	Staff
<input type="checkbox"/>	One (1) completed and signed application	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of the property's legal deed and description	<input type="checkbox"/>
<input type="checkbox"/>	\$200 Application Fee	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of the site plan with accurate dimensions of the property, existing buildings, proposed buildings, setback distances from lot lines, parking spaces and adjacent public right-of-way, the location of all vehicular access points, the location and number of off-street parking spaces, proposed or existing signage, and/or any other applicable information as required by the Zoning Department.	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of the property card (can be obtained from the Champaign County Auditor's website)	<input type="checkbox"/>
N/A	Floodplain Firmette	<input type="checkbox"/>
N/A	Zoning Map clearly indicating the property's zoning classification	<input type="checkbox"/>
N/A	Applicable Code Section	<input type="checkbox"/>
N/A	Mailing labels with the names and tax mailing addresses of all property owners located within 200 feet of the subject property.	<input type="checkbox"/>

Office Use Only

Date Received: _____ Fee Paid: _____ Case Number: _____ Hearing Date: _____
Zoning & Compliance Officer Signature: _____ Date: _____

Board of Zoning Appeals

Motion to: *(check one)* Approve Disapprove Approve with Conditions Table

Motion Made By: _____ Motion Seconded by: _____

Roll Call: Bryant Heflin _____ Vince Gonzalez _____ Lisa Haulman _____ Marty Hess _____ Charlie Zerkle _____ Skip Mintchell _____

If Approved with Conditions, please state the specific conditions for approval:

BZA Chairperson Signature: _____ Date: _____