



<i>Office Use Only</i>	
Date Filed:	_____
Case No. BZA-	_____
Public Hearing Date:	_____
Fee:	<b>\$200.00</b>

**City of Urbana**  
**BOARD OF ZONING APPEALS**  
**CONDITIONAL USE APPLICATION**  
(Must be typed or printed legibly)

An application for a **CONDITIONAL USE** from the provisions of the City of Urbana Zoning

Ordinances located at: \_\_\_\_\_ in  
Address, Subdivision, Lot Number

zoning district: \_\_\_\_\_.

**PROPOSED USE:** \_\_\_\_\_

1. Description of existing use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Description of proposed conditional use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Narrative statement evaluating the effects on adjoining property (ie): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The particular hardship which would result if said particular requirements of the zoning ordinance were applied to the subject property. \_\_\_\_\_  
\_\_\_\_\_

***Owner Information***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

***Applicant Information***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**I certify that all information and attachments to this application are true and correct to the best of my knowledge. Submittal of an application does not constitute acceptance for processing until the Zoning and Planning Department reviews the application for accuracy and completeness.**

\_\_\_\_\_  
*Applicant's Signature* *Date*

**The following attachments are required:**

- Vicinity Map
- Property owner’s list of properties within 200 ft of subject property.
- Site Plan/Elevation of existing used
- Site Plan/Elevation of proposed site for the conditional use, showing all buildings, improvements, etc (See Section 1105.25 (f) of the zoning code)
- Legal description of the property

<b>Office Use Only:</b> Checklist of Required Documents	
_____	Site plan in duplicate
_____	Vicinity Map
_____	Property owner’s list verified
_____	Planning/Zoning Department written refusal
_____	Planning/Zoning Department written statement
_____	Fee received
_____	Checked by: _____

## ***Instructions***

When properly completed, this form and required attachments meet most of the conditional use application requirements of the City of Urbana. This application form is available only after an official review of the proposed project by the Planning/Zoning Department, and the issuance of a written refusal. Information from the written refusal is necessary to complete the application correctly.

## **CONDITIONAL USES, SECTION 1105 City of Urbana Codified Ordinances**

Conditional uses from the regulations shall be granted by the Zoning Board of Appeals only in accordance with the standards set out in 1105.24-1105.1105.32 and may be granted in those instances.

### **Filing Procedure**

An application for a Conditional Use must be filed with the Zoning Administrator, 2nd Floor, City Municipal Building, 205 South Main Street, Urbana, Ohio 43078. Applications should be filed prior to the last Friday of the month to be heard at the following month's scheduled meeting.

Applications must be accompanied by a filing fee of \$200.00.

The application must be typewritten or printed legibly. Applications which are not complete or are not legible will be returned to the applicant, and will not be scheduled for public hearing until completed. Incomplete applications shall be a basis for denial.

At a minimum the application must contain the following:

1. One (1) copy of the site plan, floor plans, site elevation and other required exhibits (see below for details).
2. One (1) copy of the vicinity map showing all property contiguous to the subject property or owners within 200 feet of subject property;
3. One (1) copy of the names and addresses of owners of the property identified on vicinity map (see below for details).
4. One (1) copy of the Planning/Zoning Department's written refusal.

### **Required Contents of Application**

The City of Urbana Zoning Board of Appeals is only authorized to grant conditional uses as listed in Section 1105 of the City of Urbana's Codified Ordinances, and only after making the required findings listed in Section 1105. Material submitted with the application should provide the evidence to support the conditional use. All material submitted as part of this application and presented at the public hearing must be retained as part of the public record and cannot be returned. Applicants are encouraged to keep a copy of all items for their own records.

**1. Application Form.** All of the blanks not marked "Office Use Only" must be completely filled in. Explanations may be continued on additional sheets of paper if the space provided is insufficient.

**2. Site Plan, Floor Plans and other Exhibits, where required.** A copy of the legal description of the property can be found on the deed to the property or from a survey. Every application shall be accompanied by a site plan, drawn to such scale as to clearly show the following:

- A. The actual dimensions of the subject property according to the recorded plat of such property.
- B. The use, heights, location, and ground area of all present and proposed buildings and structures, the location of all vehicular entrances to and exits from the property, the location of all off-street parking areas and number

of spaces provided therein; the building lines in relation to lot lines; the number, type, size, and location of all present and proposed signs; and such other information as may be required by the Zoning Administrator.

- If floor plans or other documentation were required by the Zoning Administrator for his review, a copy of this same information must be submitted with the conditional use application (e.g. floor plans, licenses, etc.). The site plan, floor plan and other documentation must be the same that was reviewed and refused by the Zoning Administrator. If any changes are made to the proposal it must be reviewed by the Zoning Administrator again.

### **3. Map and List of Property Owners**

Each application must identify on a map or maps the subject property and all properties contiguous to or directly across the street or alley from the subject property. Each application must also provide a list of owners and their tax mailing address for each parcel identified on the map. All of the information required is a matter of public record and easily accessible through the Champaign County Auditor's Office.

The property owners list must be compiled from the County Auditor's current tax list or the County Treasurer's mailing list. This list must identify the parcel identification number, full names of the property owners, and the property owner's address.

### **Public Hearing Information**

Every effort is made to schedule cases for the next meeting. In order to permit the required legal notice of the hearing to be distributed, no applications can be heard less than two (2) weeks after filing. The applicant will be notified in writing of the date, time and place of the hearing. Applicants, or their representatives, are expected to be present at the hearing.

The order of the public hearing is generally as follows: 1. Planning staff report; 2. Applicant's presentation; 3. Comments from public in favor of appeal; 4. Comments from public in opposition to appeal; 5. Rebuttal and summaries; 6. Closure of public hearing. The Zoning Administrator is not able to issue any permits until the decision order is issued. Decisions of the City of Urbana's Zoning Board of Appeals can be appealed to the Courts of Commons Pleas.