



Application Form – Planning Commission

Date:

Applicant:	
Project Address:	
Reviewed:	Application Completeness:___ Zoning Compliance:___ Engineering: ___

I hereby request the following consideration: *See Other Side for additional requirements*

- Conditional Use Permit.....\$250.00

Describe the purpose of the application:– be specific.

PROPERTY INFORMATION:

Property Information: (check one)	<input type="checkbox"/> Residential Use <input type="checkbox"/> Commercial Use <input type="checkbox"/> Industrial Use <input type="checkbox"/> Mixed Use		
Detail concerning property:			
Does the lot have existing structures? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many presently:		Describe existing structures on lot if applicable:	
Parcel #:	Zoning District Current and Proposed:		
Current or Previous Use:			
Flood Hazard Designated Area: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, additional regulations may apply.			
City Engineer shall record the flood level elevation:			
Riparian Setback Area: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete form associated with riparian setbacks.			
Check if you will be connecting into the following utilities: <input type="checkbox"/> Electric <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Water Line <input type="checkbox"/> Sanitary Sewer			
Please select one if applicable: Design Review District: and/or Historic Preservation District: (Certificate of Appropriateness required)		<input type="checkbox"/> Richmond Street <input type="checkbox"/> Bank Street <input type="checkbox"/> Railroad Street	<input type="checkbox"/> Historic Downtown <input type="checkbox"/> Mentor Avenue
<input type="checkbox"/> Applicant / <input type="checkbox"/> Owner Information: signature of individual required			
Name:			
Address:		City:	State: Zip:
Phone		Email:	
Signature:			Date:
<input type="checkbox"/> Applicant / <input type="checkbox"/> Owner Information: signature of individual required			
Name:			
Address:		City:	State: Zip:
Phone		Email:	
Signature:			Date:



Information required for Conditional Use Applications

1. The location of the subject property;
2. A description of the proposed Conditional Use application;
3. Verification the conditional use is allowed in the zoning district;
4. The total square footage of all existing and proposed uses on the site;
5. For residential applications, the number of total dwelling units proposed;
6. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1111.03 (a) and 1111.11 (a) (1) of the Unified Development Code; and
7. The required application fee per Section 1105.05 of the Unified Development Code.
8. A Preliminary or Final Development Plan application to be reviewed concurrently by the Planning Commission. For Conditional Use applications which do not require a Development Plan application, the following information is required;
9. A separate site plan sheet or sheets, drawn to scale illustrating proposed site conditions including, but not limited to:
 - a. The location and dimensions of the subject property and public rights of way;
 - b. The location and dimensions of all buildings and trash enclosure areas;
 - c. The location, dimensions and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage or display areas, and outdoor dining areas;
 - d. The distance of all buildings, parking areas (including adjacent drives), and trash collection areas located within 50 ft. of property lines;
 - e. The location of all landscaping and screening;
 - f. The location, height and style of all exterior lighting, fencing and walls;
10. When new buildings, additions or alterations to existing buildings are proposed, a separate plan sheet or sheets, drawn to a legible scale including exterior architectural plans. Plans shall include exterior building elevations of all sides buildings, notation of all exterior materials, and the height and width of buildings;
11. When no new buildings, additions or alterations to existing buildings are proposed, photographs of all sides of the existing buildings; and
12. When the proposed use is located within a building, a floor plan of such building.
13. Any other information necessary for the evaluation of the Conditional Use application as deemed necessary by the Zoning Administrator.

In addition to the information required by the general application requirements set forth in Section 1111.03, the application shall be accompanied by sufficient information so that the Planning Commission can have no doubt as to the proposed use, and can determine the effect upon the surrounding properties, and can evaluate the effect of the proposed use upon traffic, fire hazards, public utilities and the public health, safety and welfare of the City of Painesville. Such information may include but shall not be limited to:



- (1) A preliminary site plan.
- (2) A traffic analysis.
- (3) A drainage analysis.
- (4) Evidence of financial capability.
- (5) A construction schedule.
- (6) Such other information as the Commission may deem necessary.

STANDARDS FOR EVALUATING APPLICATIONS.

The Planning Commission shall act upon a request within a reasonable time thereafter. The Planning Commission shall review the particular facts and circumstances of each proposed use in terms of the following standards and shall find that the applicant has provided adequate evidence showing that such use at the proposed location:

- A. Is in fact a conditional use as allowed in the applicable zoning district.
- B. Will be in harmony with the existing or intended character of the neighborhood and that such use will not change the essential character of the area.
- C. Will not adversely affect the use and enjoyment of the adjacent property.
- D. Will not adversely affect the health, safety, or welfare of persons residing or working in the neighborhood.
- E. Will be served adequately by public facilities and services including but not limited to highways, roads, police and fire protection, drainage facilities, water, sewer or schools.
- F. Will not have vehicular approaches that create an interference with traffic on surrounding public thoroughfares.
- G. Will not result in the destruction, loss or damage of a natural or scenic feature of importance or a designated historic building.
- H. Will be in accordance with the general or specific objectives, and the purpose and intent of this Code and the Comprehensive Plan.

The Commission may request additional information as it deems necessary to review a request and may continue the hearing to allow for further review.