



Application for a Special Use

Community Development and Revitalization Department
260 S. Garber Drive, Tipp City, Ohio 45371

Phone: 937-667-6305

www.tippcityohio.gov

For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Date of Planning Board Hearing:

Fee Paid:

Receipt #:

Staff Initials:

Case/Permit Number:

Special Use Information

1. An application a special use is reviewed by the Planning Board prior to submitting an application for site plan review. The review procedure and criteria are established in Section 154.03(D) of the Tipp City Zoning Code.
2. Approval of a special use application does not guarantee any other approvals (e.g., site plan or zoning permit reviews). The applicant shall be responsible for applying for any other necessary permits or reviews.
3. The application fee for a special use is due at the time the application is submitted.

Basic Information

Project Address:

Miami County Tax Parcel ID:

Existing Zoning District:

Describe the Existing Use of the Property:

If the application includes multiple properties, the applicant may include a separate sheet identifying all of the properties that are part of this application, including each property's address, tax ID number, existing zoning, and existing land use.

Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact E-Mail:

The applicant may attach a separate sheet of a paper with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.).

Additional Project Information

1) Describe the proposed use of the site.

Case/Permit Number:

Additional Project Information

2) Describe how the proposed use and related site plan complies with the special use criteria identified in Section 154.03(D). Use additional sheets of paper as necessary.

3) Provide a statement on how the proposed use will affect the adjoining properties, including potential impacts (e.g., noise, light, odor, traffic, vibration, etc.) and how the proposed plan for the site will help mitigate any of those impacts. Use additional sheets of paper as necessary.

Signature

I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. Furthermore, I certify that I am the property owner or a duly authorized agent of the property owner for this application. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent review applications.

Print Name:

Signature:

Date:

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Planning Board Action:

Date of Approval:

Special Use Submittal Requirement Checklist**General Information**

- ☐ Legal description of the property
- ☐ Any additional information determined to be necessary by the Zoning Administrator

General Plan (Minimum scale of 1" = 100') that includes:

- ☐ Date, north arrow, scale, and a legend for all symbols
- ☐ Parcel boundaries and existing zoning district boundaries for the subject site and all properties adjacent to the subject site
- ☐ Existing building footprints and dimensions (e.g., separation distances) of all existing buildings on all properties adjacent to the subject site
- ☐ The location and dimensions of all proposed drives, service and access streets, sidewalks, curb openings, signs, exterior lighting, parking lots areas (including typical parking space dimensions), loading spaces, vehicle stacking spaces, walls, fences, and landscaping
- ☐ Proposed location of any principal and accessory buildings on the subject site
- ☐ Existing watercourses and bodies of water including any applicable flood hazard areas
- ☐ The general location of any proposed stormwater facilities

Building Elevations

- ☐ Illustrations or elevations of the principal building to sufficiently demonstrate the size, height, and general appearance of the building

Adjacent Property Information

- ☐ If a **public hearing** is required, the applicant shall supply a list of all property owners and their mailing addresses, for properties within 200 feet of the outermost boundary of the property where the special use is proposed. Such information shall be as shown on the Miami County Auditor's records. A list of properties identified by parcel ID number and a map from the County Auditor's office showing the numbers is recommended.