

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:

For Staff Use Only

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.