INSTRUCTIONS
An application for a Harrison Township Conditional Use Zoning Permit must be submitted on the official form with all required documents attached. You should provide a Digital PDF version of the submission with the required paper copies. The following instructions and explanation are provided to assist you in completing your application form. If you need help, please direct your question to a member of the Development Department.

Please review this instruction sheet first, then remove and keep for future reference, before completing and submitting the application. Each instruction below corresponds to a field on the application.

1. **What is the location of the property where the work is to be performed?**
   Please provide the street address, parcel ID, and/or Lot Number and Plat Name for the subject property. You can usually find your lot number and plat name on the deed to your property. If you do not know your lot number and/or plat name, leave it blank and someone in the office will look it up for you. You can find this information on the Montgomery County Auditor's website. [www.mcrealstate.org](http://www.mcrealstate.org)

2. **What is the current zoning for the property and how is it currently used?**
   Provide the current use and zoning district for the property, you can identify this by examining the [Township’s Zoning Map](http://www.harristownship.org/departments/zoning.php). If you need help, please contact the Community & Economic Development Department to get a zoning verification letter before submitting your application.

3. **What is the project you are requesting a permit for?**
   Provide a description of the project (e.g. addition of a drive-thru, building expansion, exterior remodel, parking expansion, a new occupant with interior modifications and a new sign). Also please check the box that most closely represents the type of project this will be.

4. **Who/what is the intended use or occupant of the site?**
   Will the occupant be a residence, professional service business, a retail establishment, a wholesale and distribution facility, automotive repair, restaurant, manufacturing, etc.? Check the box of intended use. If the user/occupant will change you will also need to file a [Certificate of Zoning Compliance Permit](http://www.harristownship.org/departments/zoning.php).

5. **Who is the applicant and person who should be contacted about this permit?**
   Provide the applicant’s name, company if applicable, phone number, email, and mailing address. All communications from the Township will be addressed to this person.

6. **Who is the owner of the property?**
   If the owner is different than the applicant, provide the owner's name phone number, and mailing address if different than the property location.

7. **Who is the current occupant?**
   If the current occupant is different than the applicant and/or owner, provide the name, phone number, and mailing address if different than the property location. If you are the property owner and occupant, just write in “Same as owner” on the line. If your business has a different name, please provide the company name (as used at that location).
8. **Who is the contractor that will do the permitted work?**

If the contractor is different than the applicant, owner, or current occupant, provide the contractor’s name, company, phone number, and mailing address. If the applicant or owner are doing the work write in “Same as owner” or “Same as applicant”. This is the person we will need to meet with to verify work has been completed in accordance with the zoning approval before issuing a Certificate of Zoning Compliance.

9. **How will the property be used?**

- The proposed use of the property.
- A statement of the necessity or desirability of the proposed use to the neighborhood or community.
- A statement regarding the compatibility of the proposed use with adjacent property and land uses.

10. **How will the site and building be situated?**

Please provide six (6) sets of complete scaled site plan/plot plan. This is the single most important item in your application and is required to determine if the Township can issue a permit. We will use the site plan to determine if what you intend to do meets the minimum standards of the Zoning Resolution. If what you intend to do is not clear, or information is missing or incorrect (e.g. distance to property lines, etc.) the processing of your application may be delayed or your whole application may be rejected. A digital (PDF) plot plan and six (6) scaled plans plotted at a minimum of 24”x36” are required to be submitted with your application. Plans should be submitted at no less than 1”=60’ Scale. The required content for the Site Plan includes:

- **Site Plan**
  - Scale (graphic and text) a minimum 1 inch=60 feet scale is required
  - North Arrow
  - The Boundaries and Dimensions of the lot
    - Lot lines with annotated dimensions (including easements)
    - Exact size and location of all buildings (existing and proposed)
    - Existing and intended use of all land and buildings
    - The proposed use of all parts of the lot and structures, including sections of buildings, access ways, walks, off-street parking, loading spaces, and landscaping.
    - The location and dimensions of entrances to and exits from the property (i.e. driveways)
    - The location and dimensions of all off-street parking and loading areas
    - The use of land and location of structures on all adjacent property

- **Parking Plan (this can be included on the site plan or as a separate sheet)**
  - The number of parking spaces existing/proposed
  - The dimensions of the parking stalls and drive aisles existing/proposed (marking plan)
  - The calculation schedule for parking per Article 43: Off Street Parking Standards
  - Curbing
  - Paving, and
  - Internal landscaping

- **Lighting Plan**
- **Sign Plan (this can be included on the Site Plan or as a separate sheet)**
11. What is the use and situation of all property within 500 feet of your property lines?
   • Submit a detailed map showing the property lines, buildings, and parcel IDs for all properties within 500 feet.
   • Submit a list of all property owners within 300 feet of the property for which the Conditional Use is being requested. Include their name, parcel ID and mailing address as it appears on the current Montgomery County Auditor’s tax list or the Montgomery County Treasurer’s list at www.mcrcrealstate.org. Also, a pre-printed set of mailing labels shall be attached.

12. When will my hearing be?
When the development department staff determines that your application is complete and can be reviewed with the Board of Zoning appeals, you will be notified in writing of your hearing date. Failure of the applicant to attend the meeting will result in a delay of a decision or cancellation of the case. Board of Zoning Appeals is scheduled on an as needed basis. Meetings are held on the second Monday of the month at 7:00 PM at the Harrison Township Government Center, 5945 North Dixie Drive. Complete applications are due 30 days before the next BZA meeting.

13. How much is the application fee?
A check for two-hundred fifty ($250.00) dollars made out to Harrison Township must be submitted at the time the application is made.

An applicant may withdraw the application for a Conditional Use Permit at any stage of the preceding by giving written notice to the Harrison Township Board of Zoning Appeals; however, the application fee is nonrefundable, and if the application is resubmitted a new fee will be required.

14. What is the submission deadline?
Complete applications are due 30 days before the next BZA meeting. If your application is found to be incomplete, or is submitted after the cutoff date, your case will be held until the next BZA meeting.

Processing Time: Every effort is made to process your application in a timely manner. Provided everything is in order, applications for a Conditional Use Permit (associated with residential construction) will be issued within a week of the BZA’s action/approval. Applications associated with commercial/industrial permits may take up to thirty days to process. *All sites must have a storm water run-off control plan that meets the design requirements of the Montgomery County Engineer’s Office*
**APPLICATION FORM**

Date:

1. **Property Location:**
   - Street Address: 
   - Parcel ID: 
   - Lot No, Plat Name: 

2. **Current Zoning:**
   - **Current Use:** 

3. **Project Description**

   **Type of Application**
   - ( ) New Construction
   - ( ) Rebuild/Rehab
   - ( ) Addition/Expansion-External
   - ( ) Site Work/Reconfiguration
   - ( ) Signs
   - ( ) Reoccupancy no structural change

4. **Proposed Type of Use**
   - ( ) Industrial
   - ( ) Office
   - ( ) Commercial
   - ( ) Other

   **Description/Name of Proposed Occupant** 

5. **Applicant Contact Information**
   - **Name:** 
   - **Phone Number:** 
   - **Email:** 
   - **Company Name:** 
   - **Mailing Address:**
     - Street 
     - City 
     - State 
     - Zip 

6. **Property Owner Contact Information**
   - **Name:** 
   - **Phone Number:** 
   - **Email:** 
   - **Company Name:** 
   - **Mailing Address:**
     - Street 
     - City 
     - State 
     - Zip 

7. **Occupant Owner Contact Information**
   - **Name:** 
   - **Phone Number:** 
   - **Email:** 
   - **Company Name:** 
   - **Mailing Address:**
     - Street 
     - City 
     - State 
     - Zip 

8. **Contractor Contact Information**
   - **Name:** 
   - **Phone Number:** 
   - **Email:** 
   - **Company Name:** 
   - **Mailing Address:**
     - Street 
     - City 
     - State 
     - Zip
9. How will the property be used?
   a. What is the conditional use you are requesting a permit for (please cite the section and number from the zoning code)

   Conditional Use:

   b. Describe specifically how the property will be used, and reference locations on your site plan: (Attach extra sheets if necessary)

   c. A statement of the necessity or desirability of the proposed use to the neighborhood or community. (Attach extra sheets if necessary)

   d. Describe how your conditional use will be compatible with the uses on the surrounding properties and neighborhood. (Attach extra sheets if necessary)
## 10. Site Plan Dimensional Summary (Attached Site Plans Required)

### Lot Dimensions in Feet and Inches

<table>
<thead>
<tr>
<th>Property Line</th>
<th>Front Property Line</th>
<th>Rear Property Line</th>
<th>Right Property Line</th>
<th>Left Property Line</th>
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**Lot Area in Sq. Ft.**

### Number of Buildings:

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<th>Building A:</th>
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<tr>
<td>Building Dimensions in Feet and Inches:</td>
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<tr>
<td>Building Height from finished grade:</td>
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<tr>
<td>Building Setbacks in Feet and Inches: (measured to nearest point)</td>
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<tr>
<td>Front Yard (from ROW):</td>
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<td>Rear Yard (from property line):</td>
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<td>Right Side Yard:</td>
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<td>Left Side Yard:</td>
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<td>Uses:</td>
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<th>Building B:</th>
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<tr>
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<td>Building Height from finished grade:</td>
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<td>Building Setbacks in Feet and Inches: (measured to nearest point)</td>
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<tr>
<td>Front Yard (from ROW):</td>
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<td>Right Side Yard:</td>
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<td>Left Side Yard:</td>
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<td>Building Dimensions in Feet and Inches:</td>
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<td>Left Side Yard:</td>
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### Number of Access Drives:

**Width of Access Drives:**

**Parking & Loading: Plan and schedule provided:**

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**Parking Setback from ROW:**

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<tr>
<th>Standard Spaces Provided:</th>
<th>ADA Spaces Provided:</th>
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<tbody>
<tr>
<td>Space Dimensions: ______ x ______</td>
<td>Space Dimensions: ______ x ______</td>
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**Drive Aisle Width:**

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<thead>
<tr>
<th>Loading Spaces Provided:</th>
<th>Standard Spaces Provided:</th>
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<tr>
<td>Loading Space Dimensions: ______ x ______</td>
<td>Standard Space Dimensions: ______ x ______</td>
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### Landscaping Plan Submitted:

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**Stormwater Detention or Retention Plan provided:**

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Attach additional sheets if necessary
I hereby swear that the information and statements given on this application are true and correct to the best of my knowledge. I understand that if the information in this application is not correct or complete, the result may be the invalidation of this, and all subsequent permits issued in conjunction with this Zoning Permit.

Date filled: ___________________              _____________________________________________________________

Signature of Applicant

| Application POS. ______________________ |
| Permit NO. ___________________________ |
| Address or Section/Town/Range: ___________________ Parcel I.D. No. ___________________ |
| Zoning District ___________________ Permit Fee $ __________ Date Issued ___________________ |
| Article ___________________ Section ___________________ Use: ( ) Conforming ( ) Nonconforming |
| ( ) Special, See Board of Zoning Appeals Case No: __________ BZA ___________________ |
| Application: ( ) Approved ( ) Conditionally Approved ( ) Denied |
| Remarks/Restrictions: ________________________________________________________________ |
| Zoning Administrator Signature: ___________________ Date: ___________________ |
CHECK-LIST

The following items must be received by the Development Department in order to begin processing a zoning permit application. If your submission is found to exclude any of these items, it will not be accepted. The Harrison Development Staff/Zoning Administrator will review this check-list with you and indicate any omitted items. Staff will only stamp a permit application received once it is verified as complete per this check-list.

- A Complete Zoning Permit Application Form
  - Date
  - Current zoning and use
  - Project description
  - Proposed type of use
  - Property location (address)
  - Property location (lot no., plat, or parcel ID)
  - Property owner contact information
  - Occupant contact information
  - Contractor contact information

- Six (6) Sets of Plot Plan/Site Plan (with digital copy)
  - Scale (graphic and text) a minimum 1 inch = 60 feet scale is required.
  - North arrow
  - Lot dimensions in feet and inches:
    - Front property line
    - Rear property line
    - Right property line
    - Left property line
    - Area of lot in square feet
    - Front yard
    - Side yards
    - Rear yard
  - Adjacent property lines, and right-of-way lines
  - Exact size and location of all buildings (existing and proposed)
  - Exact size and location of proposed new construction
  - Existing and intended use of all land and buildings
  - Building dimensions
    - Footprint width
    - Footprint depth
    - Building height above established grade
    - Locations and dimensions of building egress
  - The location and dimensions of entrances to and exits (egress) from the site (i.e. driveways)
  - The location and dimensions of all off-street parking and loading areas
  - The number of parking spaces existing/proposed
  - The dimensions of the parking stalls and drive isles existing/proposed
  - Location and size of stormwater detention/retention areas
  - Signs (must include for each existing/proposed exterior sign) - A Sign Permit Application should be filed before any changes to signs are permitted.
    - Location
    - Number
    - Size
    - Provided landscaping area for each ground mounted sign
    - Sign specifications for illumination, electronic or changeable copy, and LED usage.

- A check for two-hundred fifty ($250.00) dollars made out to Harrison Township

- Surrounding property owner information
  - A map showing the property lines, buildings, and PIDs for all properties within 500 feet of the subject property
  - A list of all property owners within 300 feet of the subject property (name, PID, mailing address)
  - One (1) set of mailing labels