INSTRUCTION FOR CONDITIONAL USE PERMIT APPLICATION

A completed application must be returned to:
Harrison Township Office
Development Department
5945 N. Dixie Drive
Dayton, Ohio  45414

1. The following information must be submitted with the Conditional Use application:

   a) A detailed map showing all property within 500 feet.

   b) List all property owners within 300 feet for the property for which Conditional Use is being requested. These names shall be those appearing on the current Montgomery County Auditor’s tax list or the Montgomery County Treasurer’s mailing list at www.mcrealestate.org. Addresses must include zip codes and be placed on the attached mailing labels.

   c) Submit six (6) copies of Plot plan drawn to scale no less than 1”=20’ showing: the entire lot and indicating dimensions, all existing and proposed buildings and distances to property and/or right-of-way lines, adjacent street right-of-ways, off street parking areas, curb cuts and access ways loading spaces, landscaping, screening, exterior lighting and any information that may be pertinent to the application

   d) Any other plans, brochures, pamphlets, or applicable material relating directly to the case

2. Upon completion of the application, you will be notified by written notice when the hearing date of your application is scheduled. Failure of the applicant to attend the meeting will result in a delay of a decision or cancellation of the case.

3. A check for two hundred fifty ($250.00) dollars, made out to Harrison Township, must be submitted at the time application is made.

4. An applicant may withdraw the application for a Variance at any stage of the proceeding by giving written notice to the Harrison Township Board of Zoning Appeals; however, the application fee is non-refundable.

5. Cut-off date for submission of an application for the next two meeting dates are:

   Cut-off Date ______________  Meeting Date ______________

   Cut-off Date ______________  Meeting Date ______________

APPLICANT MUST APPEAR AT THE MEETING
CONDITIONAL USE APPLICATION

Applicant Information:
Name ____________________________________________
Mailing Address _______________________________________
Phone Number: Home ____________________________ Business ____________________________
The Applicant is the: { } Owner { } Lessee { } Agent

Local Information:
Location of Property ________________________________________

The property for which the Conditional Use Permit Application is being made contains approximately ______ acres/square feet and is located along the ____________ side of ____________ approximately ______ feet _______ of ____________ ____________.

Proposed Use:
Explain the particular type of use for which the Conditional Use Permit application is being made ______

__________________________________________________________

What is the necessity or desirability of the proposed use to the neighborhood or community ______

__________________________________________________________

Attachments:
Attach a statement regarding the compatibility of the proposed use with adjacent property, and any other such information as may be pertinent to the application.

I hereby swear that the information contained in this application and any supplements made part of the application are true, correct and complete to the best of my knowledge and belief. I understand if the information in this application is not true, correct or complete, any permit issued in connection with this variance may be invalid, with the result that I may be required to remove all buildings and my expense.

_________________________  __________________________
Date  Applicant’s Signature

*TOWNSHIP USE ONLY*
Case Number: ____________________________
Date Filed: ____________________________
Date of Public Hearing: ____________________________