

Application No. _____

APPLICATION FOR CONDITIONAL ZONING CERTIFICATE
WITH THE EXCEPTION OF HOME BASED BUSINESS
MANTUA TOWNSHIP, PORTAGE COUNTY

To: The Chairman of the Board of Appeals:

On _____ / _____ / _____, I _____

Was refused a zoning certificate by the Zoning Inspector of Mantua Township for;

Intended use

Address

_____ R-1 _____ R-2 _____ R-3 _____ C _____ LRM _____ I _____

Zoning Subdivision (check)

I now make application to the Mantua Township Board of Zoning Appeals for a Conditional Zoning Certificate.

Name of legal land owner _____

Address _____

Telephone _____

State the Conditional Use requested _____

Section and number of the Zoning Resolution that the intended use violates: _____

Briefly, state your reasons for the request: _____

You may attach an expanded statement and appear and explain your request at the hearing.

When did you purchase the property? _____

What was the zoning classification at the time of purchase? _____

1. Application shall be submitted on Township Conditional Use Certificates Application Forms.
2. The application shall include the following items at a minimum:
 - a. A statement supported by substantiating evidence regarding the requirements listed in Section 500.10.
 - b. Name and address of the owner(s) of record.
 - c. The application shall be signed by the owner.
 - d. A list of property owners adjoining and within five hundred (500) feet of the property lines of the subject property, as they appear on the County Auditor's current tax map and the mailing addresses of those owners.
 - e. Name and address of the person and/or firm that prepared the plan(s) for the application.
 - f. Proposed density of units (for residential development).
 - g. A schedule for the proposed improvements of the site and buildings, including all proposed phases.
 - h. Any deed restrictions, protective covenants, and other legal instruments or devices to be used to control the use, development and maintenance of the land, and the improvements thereon.
 - i. One (1) copy of current tax map(s) of the subject property and surrounding area.
 - j. Zoning District of the subject property.
 - k. Description of existing use(s).
 - l. Description of the proposed use(s), including the proposed hours of operation and the expected day and night number of patrons, deliveries and traffic volume (vehicles per day).
 - m. Any other information required to determine full compliance with the zoning regulations.
3. Required Site Plans with the Application

Plans required in this section may be required to be prepared by a professional engineer, architect or surveyor, as applicable, and shall have their respective seal on the plans.

 - a. Fifteen (15) copies of architectural plans for the development or modifications to existing structures, showing the following items;
 1. Exterior elevations.
 2. Building floor plans.
 3. Proposed exterior materials.
 - b. Fifteen (15) copies of the site plan which shall be drawn at a scale of not less than 1" = 100' for the development showing the following items:
 1. General vicinity map at a scale of 1" = 1,000', or 1" = 2,000', showing the proposed development in relation to existing streets, subdivisions, landmarks, and community facilities.
 2. Property boundary lines.
 3. Elevation contours at two (2) foot intervals.
 4. Traffic and circulation plans.
 5. Adjacent streets and roads and widths of rights-of-way.
 6. Parking and loading areas including dimensions, locations and numbers of all parking and loading areas.
 7. Proposed signage locations, height, dimensions, and materials, including signs proposed to be painted on structures.
 8. Surface drainage and storm water retention and/or detention basins.

9. All existing structures and uses.
 10. All existing wetlands, ponds, streams, springs, lakes, drainage channels and the directional flow of all watercourses.
 11. All areas subject to flooding or storm water overflow.
 12. Wooded areas, areas in agriculture, and any other special natural features other than in Section 302.03.A.3.b.10
 13. Any proposed fences, screens, walls or other landscaping features and the design and materials to be used.
 14. Open spaces proposed, clearly delineated.
 15. Type and screening details for all waste disposal containers shall be shown.
 16. All existing and proposed public and private sidewalks, driveways, and paths.
- c. Fifteen (15) copies of the following plans (when applicable) which shall be drawn at a scale of not less than 1" = 100' for the development showing the following items:
1. Landscaping plan including parking lot landscaping, in accordance with the requirements of Section 700.00.
 2. Utilities plan and location of existing utilities and easements.
 3. Lighting Plan showing the exact dimensions and locations of any proposed illuminated signage or area lighting (e.g. parking lot) along with a description of the appropriate methods (e.g. shielding, luminance) that will be used to eliminate glare and not impair the visibility of neighbors and/or the safe movement of traffic on any street or highway.
 4. On-site vehicle and pedestrian circulation plan.
 5. Final Grading Plan, if present elevation of the site is to be altered.
 6. Storm Water Management and Erosion Control Plans. The applicant shall utilize "Best Management Practices" in the design and management of storm water erosion/sediment control system.

I understand I am requested to attend the public hearing and state my reasons for requesting the hearing and facts to support the request. I understand I may be represented by my authorized agent with power of Attorney for this purpose unless my attendance is required by the Board.

My authorized agent is: _____

Address: _____

Telephone/e-mail _____ / _____

Date: _____ Signature: _____

You will need to attach the following:

- 1) Filing fee of _____ payable to: Mantua Township Trustees (non-refundable).
- 2) Your application for zoning certificate that was rejected and signed by the Zoning Inspector.
- 3) Include new plat map; to be obtained from the Portage County Tax Map Office by the applicant.
- 4) Include a clearly drawn, reproducible map showing land and pertinent features; important to the request. Show the location of all existing and proposed structures, the types of buildings and their existing and proposed uses, complete plans and specifications including all dimensions for all proposed development and construction.
- 5) Include a statement evaluating the effect and compatibility on adjacent properties.
- 6) Include the legal description of the property, as it appears on the deed.
- 7) Include the names and addresses of all adjoining property owners including those across the street.
- 8) Include a brief response to each of the following standards:

- 1) Is a conditional use that is established under the provisions of Section 400.00 for the zoning district involved.

- 2) Will be harmonious with and in accordance with the general objectives or with any specific objectives of the Mantua Township Comprehensive Land Use Plan of current adoption and the Mantua Township Zoning Resolution.

- 3) Will be designed, constructed, operated and, maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.

- 4) Will not be hazardous or disturbing to existing or future neighboring uses.

- 5) Will not be detrimental to land values in the general vicinity or in the community as a whole, giving due regard to the nature and condition of all neighboring land and building uses.

- 6) Will be served adequately by essential public facilities and services, including, but not limited to, fire and police protection, sanitary sewers, where available, storm sewers, schools, and roads; or that the appropriate governmental agencies will be able to provide adequately any such facilities and services.

- 7) Will not create excessive additional requirements at public cost for public facilities and services and not be detrimental to the economic welfare of the township.

- 8) Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons and property by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

- 9) Will have vehicular approaches designed so as not to interfere with pedestrian and vehicular traffic on surrounding public and private roads.

- 10) Will not result in the destruction, loss or damage of natural, scenic or historic features of the township and local ecosystem.

- 11) Will be in compliance with Portage County Subdivision Regulations, County Board of Health Standards, and County Building Code and all other applicable federal, state, and local regulations.

NOTE:

NO ACTION WILL BE TAKEN IF THE INFORMATION AND MATERIALS ARE NOT SUPPLIED OR IF THE FORM IS NOT FILLED OUT COMPLETELY

Send to the Board of Zoning Appeals Chairman.

PLEASE DO NOT WRITE IN THE FOLLOWING SECTION
FOR OFFICIAL USE ONLY

Summary Hearing Record:

Date advertised: _____

Date of hearing: _____

Operative motions(s)

Vote on:	Motion 1.	Motion 2.	Motion 3.
M _____	_____	_____	_____
M _____	_____	_____	_____
M _____	_____	_____	_____
M _____	_____	_____	_____
M _____	_____	_____	_____

Decision of Board: _____

Facts found and reasons for decisions: _____

Entry in record of board on (date) _____

By _____

Attest: _____