



Jerome Township  
Union County, Ohio

9777 Industrial Parkway  
Plain City, Ohio 43064  
Office (614) 873-4480  
Fax (614) 873-8664

# Application Form

Conditional Use

Office Use Only:	
Application #: _____	Date: _____
Fee: \$ _____	Check #: _____

**NOTE: The applicant may request an Administrative Review by the Jerome Township Board of Zoning Appeals as per Jerome Township Zoning Resolution Section 240 prior to filing this application.**

### Property Owner / Applicant Information:

Property Owner / Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Represented By:

Represented By: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. Location Description:

Street & Number Location \_\_\_\_\_

Municipality \_\_\_\_\_ Township \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot Size \_\_\_\_\_ Acres \_\_\_\_\_

Parcel Number \_\_\_\_\_

N S E W side of \_\_\_\_\_

\_\_\_\_\_ feet, N S E W from intersection of \_\_\_\_\_

\_\_\_\_\_

Nearest Major Intersection \_\_\_\_\_

\_\_\_\_\_

Legal Description \_\_\_\_\_

Range \_\_\_\_\_ Other Description \_\_\_\_\_

Block \_\_\_\_\_ Lot Number \_\_\_\_\_

(If in a platted subdivision)

2. Existing Use \_\_\_\_\_

3. Zoning District \_\_\_\_\_

4. Description of Conditional Use \_\_\_\_\_

5. Supporting Information: Attach a plan for the proposed use (in triplicate) showing the location of building, parking and loading areas, traffic access and circulation drives, open space, landscaping, utilities, signs, yards and refuse and service areas.

A. Minimum Required Information (to be shown on the site plan):

The site plan shall be legibly and accurately drawn to scale on paper suitable for reproduction. Architect's drawing will also be acceptable. The plan shall contain the following information:

1. The name and address of the person filing the application.
2. The date, scale and north arrow.
3. Property lines, building lines and easements survey.
4. Streets, sidewalks and alleys.
5. Existing and/or proposed structures and improvements (i.e. trees, patios, driveways, etc.)
6. Existing structures within 20 feet of the property.
7. Accurate dimensions of the property and all structures involved.

B. Jerome Township Zoning Resolution Section 240.04

Before any Conditional Use shall be issued, the applicant shall demonstrate that the proposed Conditional Use meets the following general standards:

- The proposed use shall meet the purpose and intent of the district as stated in this Resolution and in the Jerome Township Comprehensive Plan.

- The proposed use will be harmonious with the existing or intended character of the area in which it is located, and that such use will not change the essential character of the same area.
  - Ingress and egress to property and the proposed structures thereon has been provided and will ensure automotive and pedestrian safety and convenience, traffic flow and control, and conform to state and county regulations.
  - Off-street parking and loading areas are provided where required, with particular attention to the items in 240.04 (2.) above.
  - The proposed use will be served adequately, as required, by essential public facilities and utilities including, but not limited to, water and sewers, drainage, refuse collection, and fire and police protection.
  - The proposed use will comply with all of the requirements of this Resolution including, but not limited to, setback, landscaping and buffering, screening, and open space.
  - The proposed use will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
  - Lighting shall not create a nuisance for the general public or for the residents of neighboring properties; shall not impair safe movement of traffic on any street or highway; shall not shine directly on adjoin properties; and shall comply with all other applicable Sections of this Resolution.
  - If applicable, truck routes shall be established for movement in and out of the property being granted a Conditional Use in such a way that will minimize the wear on public streets and prevent hazards and damage to other properties in the community, the general public and residents of the neighboring properties.
  - In the event the property being considered for a Conditional Use Permit has a house or other structure on it, the Conditional Use Permit MAY be issued for only the section of property that is to be used for the Conditional Use and SHALL not include the house or other structures unless otherwise designated in Section 240.01.
- C. Also attach a narrative statement relative to the above requirements and also explain the economic, noise, glare and odor effect on adjoining property and the general compatibility with adjacent and other properties in the district.
6. Applicants or their official representative (attorneys, power of attorneys, etc.) must be present for rezoning hearings, Conditional Use Permit hearing or for Variance hearings to provide appropriate knowledge and/or pertinent answers to questions before an application may be passed on.

**Conditional Use Application**

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*The undersigned certifies that this application and the attachments thereto contain all the information required by the Zoning Resolution and that all information contained within this application is true and accurate to the best of his/her knowledge. Applicant hereby certifies that they have legal ownership or legal control over the property and agrees to be bound by the provisions of the Jerome Township Zoning Resolution.*

Agent/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature (if different from the Applicant): \_\_\_\_\_

Board Decision:

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Decision of the Board of Zoning Appeals:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

If approved the following conditions and safeguard were prescribed:

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If denied, reason for denial:

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Date: \_\_\_\_\_

Jerome Township Board of Zoning Appeals

\_\_\_\_\_, Chair  
Signature

**Note: One (1) copy to be filed with the Zoning Inspector and two (2) copies with the Board of Zoning Appeals.**



### JEROME TOWNSHIP BOARD OF ZONING APPEALS APPLICATION PROCESS

1. Action, order, requirement, determination, or decision by Zoning Inspector which applicant wishes to appeal.
2. Pick up Variance or Conditional Use Application, Instructions, Fee Schedule, Checklist and copy of Code Section 245 for reference.
3. Fill out all applicable portions of Application and Checklist. If questions, please contact Zoning Inspector prior to submitting Application.
4. Submit signed application, Checklist and Fee to the Zoning Inspector within 20 days of action by Zoning Inspector.
5. Zoning Inspector will submit complete Application to the Chairman of the Board of Zoning Appeals (BZA) for scheduling of an Application Review Meeting or a Public Hearing if the Chairman determines that sufficient information has been submitted with the application for the BZA to hear the request without prior review.
6. Application Review Meeting to be held within a reasonable time after submittal. A Public Hearing shall be scheduled within 30 days after the application review meeting or within a reasonable time after submittal.
7. Notification of adjoining land owners, interested parties and newspaper at least 10 days prior to the Application Review Meeting and/or the Public Hearing.
8. Public Hearing to allow applicant to present evidence justifying requested Variance or Conditional Use, public comment, applicant response, Board questions, deliberation, and decision.
9. Decision by BZA, listing Facts and Findings supporting the decision, at the conclusion of the Public Hearing or within 30 days if additional deliberation time is requested by the BZA members.
10. Notification of the applicant within 14 days after the decision by letter from the Township.
11. Appeal to Common Pleas Court within 30 days after notification if application is denied.
12. Appeal to Court of Appeals within 30 days after denial by Common Pleas Court.

**CONDITIONAL USE CHECKLIST**

**This checklist is to be used as a guide for filling out the application and must be returned with each item checked off.**

- Application filled out completely.
- A statement indicating the section of the resolution under which the conditional use is sought and stating the grounds on which it is requested.
- The exact location.
- Lot Size.
- The total amount of acres.
- Legal Description.
- Existing Use.
- Existing Zoning.
- A description of the Conditional Use.
- A Plan of the proposed use showing the location of building, parking and loading areas, traffic access and circulation, drives, open space, landscaping, utilities, signs, yards and refuse and service areas.
- Name and address of person filing the application.
- Date, scale and north arrow.
- Property lines, building lines and easement survey.
- Streets, sidewalks and alleys.
- Existing and/or proposed structures and improvements.
- Existing structures within 20 feet of the property.
- Accurate dimensions of the property and all structures involved.

**The following have been shown on the plan or have been addressed in statements where applicable.**

- Ingress and egress to the property and proposed structures with reference to automotive and pedestrian safety and convenience, traffic flow and control, access in case of fire or catastrophe.

- Off-street parking and loading areas where required.
- Landscaping.
- Screening and buffering with reference to location, availability and compatibility.
- Signs – proposed exterior lighting with reference to glare, traffic safety, economic effect.
- Refuse and service areas.
- A statement regarding the general compatibility with adjacent and other properties in the district.
- Adjoining property owners names and addresses.
- The application fee.
- Do you give permission to place one (1) yard sign per road with frontage as a notice to the public regarding the time and date for the public hearing? Applicants should be aware that this is only a request, is not in the Zoning Resolution and not a requirement for review or approval.

\_\_\_\_\_ Yes      \_\_\_\_\_ No      \_\_\_\_\_ please initial