

Disclaimer: All information on this form will become public record.



CITY OF MADEIRA, OHIO

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APPLICATION FOR CONDITIONAL USE

Revised January 2013

To: Madeira City Planning Commission Hearing Date:
7141 Miami Avenue
Madeira, Ohio 45243-2699

*** You are encouraged to contact staff to assist you in preparing this application. The Planning Commission reserves the right to delay a decision if it determines that the application does not provide all relevant information.**

Estimated Project Cost: \$ _____ (Attach estimate/quote)

Approval from the Planning Commission does not supersede a deed restriction and/or covenant. As a property owner, you should be aware of any restrictions to your property in the form of deed restrictions and/or covenants.

1. Subject Property Information:

A. Address: _____

B. Plat book, page and parcel number: _____
Property Information can be obtained from the Hamilton County Auditor's Office
<http://www.hamiltoncountyauditor.org>.

C. Zoning designation of subject property: _____
(All zoning information can be obtained from the City of Madeira.)

D. Adjacent property zoning designation:
Property to the north _____ Property to the south _____
Property to the east _____ Property to the west _____

2. Applicant Information:

A. Name (Please print) _____

B Mailing Address: (Street) _____
(City) _____ (State) _____ (Zip) _____

C. Phone Number: (Day) _____ (Evening) _____

D. Email Address: _____

3. Property Owner(s) (if other than applicant):

- A. Name(s) (Please print): _____
- B. Mailing Address: (Street) _____
(City) _____ (State) _____ (Zip) _____
- C. Phone Number: (Day) _____ (Evening) _____
- D. Email Address: _____

4. Conditional Use Request:

- A. Briefly explain what is being proposed. Does the request also include a variance request?

5. Past Requests:

- A. Are you aware of any conditional use or variances previously requested or granted on the subject property?
(yes) ____ (no) ____
- B. If yes, give dates and complete details on a separate page.

6. Submission Requirements

16 copies of this application and all materials listed in the table below must be submitted **at least 21 days** prior to the Planning Commission meeting in order for the application to be placed on the agenda (see attached list with dates).

All materials must be assembled in separate packets. Please fold rolled drawings.

Fill in the table below to verify that this information was submitted. Write "submitted" where it is not asking for number of feet. Please use decimals. **Any blanks or incorrect information on the table will be considered an incomplete application.**

1.	A fee of \$150.00 plus \$1.50 per each \$1,000.00 of the total cost	
2.	A list of property owners within 400 ft. of the subject property	
3.	Site plan based on survey including items 4 through 12 below	Surveyor Name:
4.	Complete property line	
5.	Street names	
6.	Title, scale, and north arrow	
7.	Existing and proposed structures on subject property	
8.	Setback line shown as dashed line on plan (See Section 150.24 of the Code)	Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.
9.	Distance from existing structures on subject property to property line in feet	Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.
10.	Distance from proposed structures on subject property to property line in feet	Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.
11..	Existing structures on adjacent property	
12.	Distance from existing structures on adjacent property to property line nearest subject property How was this measured?	North _____ ft. East _____ ft. South _____ ft. West _____ ft.
13.	Elevations of all sides of the proposed structure including items 14 through 16	
14.	Label and describe all relevant proposed materials (siding, paving, etc.) and colors	
15.	Proposed distance from finished grade to finished floor(s)	_____ ft.
16.	Proposed distance from finished grade to top of highest point on structure	_____ft.
17.	Proposed % of lot coverage (footprint of proposed compared to lot size within r-o-w)	
18.	Topographic site plan, drawn to scale depicting existing and proposed changes	
19.	Will the proposed project result in any change in surface water drainage in either direction or volume from the subject site? Explain how this was determined. Explain how it will be mitigated.	
20.	Landscape Plan (This requirement may be waived by staff.)	
21.	Renderings illustrating the proposed project (This requirement may be waived by staff.)	
22.	Photos of the site (optional)	
23.	Letters in support of project (optional)	

7. Signatures:

I certify that the information contained in this application and its supplements is true and correct. Applicant hereby grants permission to the City of Madeira Planning Commission and City staff to make visits to the subject property to review proposed projects.

Applicant Signature: _____ Date: _____

Authorization of Owner (if applicant is other than owner):

As the owner(s) of the property located at _____

I/we do hereby authorize the applicant to file and proceed with this conditional use application concerning my property. It is the applicant's responsibility to notify the property owner(s) of the Planning Commission's decision.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

TO BE COMPLETED BY THE CITY OF MADEIRA

A. Legal Notice Published:

Date: _____

Newspaper: _____

B. Filing Fee Paid:

Amount: _____

Check Number: _____

Date: _____

C. FINDINGS:

1. Architectural Review Office Review Dates: _____

A copy of all Conference Memorandum generated from these meetings is included in the information packet presented to the Planning Commission.

2. Decision of Planning Commission:

VOTE: AYES _____ NAYS _____ ABSTENTIONS _____

DATE OF DISPOSITION: _____

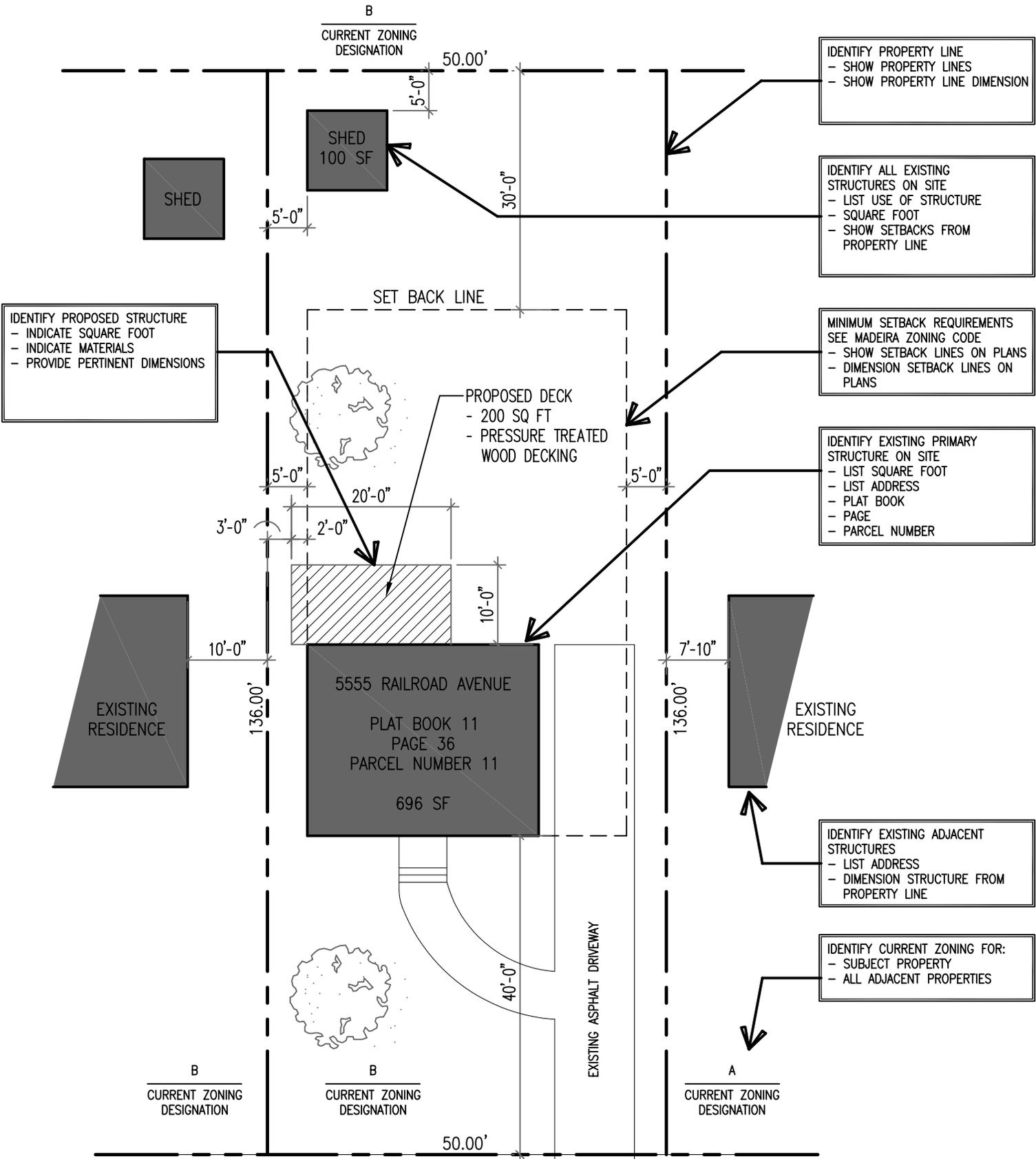
Was property owner present at the Planning Commission meeting hearing?

(yes) ___ (no)___

Was applicant present at the Planning Commission meeting hearing?

(yes) ___ (no)___

Planning Commission Secretary Date Date Applicant Notified



IDENTIFY PROPERTY LINE
 - SHOW PROPERTY LINES
 - SHOW PROPERTY LINE DIMENSION

IDENTIFY ALL EXISTING STRUCTURES ON SITE
 - LIST USE OF STRUCTURE
 - SQUARE FOOT
 - SHOW SETBACKS FROM PROPERTY LINE

IDENTIFY PROPOSED STRUCTURE
 - INDICATE SQUARE FOOT
 - INDICATE MATERIALS
 - PROVIDE PERTINENT DIMENSIONS

MINIMUM SETBACK REQUIREMENTS
 SEE MADEIRA ZONING CODE
 - SHOW SETBACK LINES ON PLANS
 - DIMENSION SETBACK LINES ON PLANS

IDENTIFY EXISTING PRIMARY STRUCTURE ON SITE
 - LIST SQUARE FOOT
 - LIST ADDRESS
 - PLAT BOOK
 - PAGE
 - PARCEL NUMBER

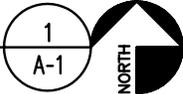
IDENTIFY EXISTING ADJACENT STRUCTURES
 - LIST ADDRESS
 - DIMENSION STRUCTURE FROM PROPERTY LINE

IDENTIFY CURRENT ZONING FOR:
 - SUBJECT PROPERTY
 - ALL ADJACENT PROPERTIES

RAILROAD AVENUE

SITE PLAN

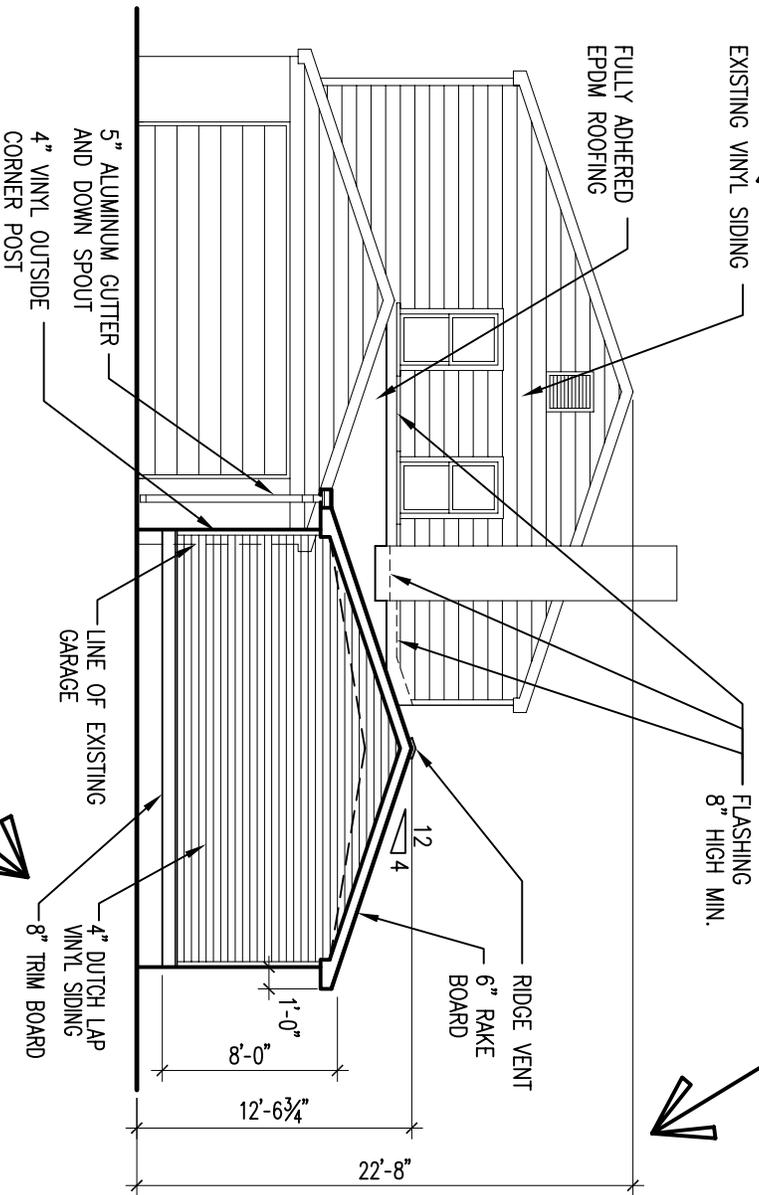
SCALE: 1" = 20'-0"



NOTE - THIS SAMPLE SITE PLAN IS FOR REFERENCE ONLY, AND HAS BEEN PROVIDED FOR YOUR USE DEPICTING THE BARE MINIMUM REQUIREMENTS AND GENERAL FORMAT FOR YOUR SUBMISSION. ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING ON YOUR SPECIFIC VARIANCE REQUEST.

IDENTIFY EXISTING STRUCTURE
 - INDICATE EXISTING BUILDING MATERIAL

IDENTIFY PROPOSED STRUCTURE
 - INDICATE OVERALL HEIGHT OF NEW AND EXISTING STRUCTURE



SIDE ELEVATION

SCALE: 1/8" = 1'-0"

3
 A-1

IDENTIFY PROPOSED STRUCTURE
 - INDICATE PROPOSED BUILDING MATERIAL

NOTE - THIS SAMPLE ELEVATION PLAN IS FOR REFERENCE ONLY, AND HAS BEEN PROVIDED FOR YOUR USE DEPICTING THE BARE MINIMUM REQUIREMENTS AND GENERAL FORMAT FOR YOUR SUBMISSION. ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING ON YOUR SPECIFIC VARIANCE REQUEST.

**MADEIRA CITY PLANNING COMMISSION
VARIANCE REQUEST WORK SHEET**

Date of Hearing: _____

Applicant Name: _____ Property located at: _____

Type of Variance Requested: _____

- (1) Will the property in question yield a reasonable return or can there be any beneficial use of the property without the variance? _____

- (2) Is the variance necessary to preserve a substantial property right (the reasonable enjoyment and use of the property) which is already possessed by the owners of other properties in the same area? _____

- (3) Are there exceptional or extraordinary conditions which apply to the subject property that do not apply generally to other properties in the same area? _____

- (4) Would the essential character of the neighborhood be substantially altered or would adjoining properties suffer a substantial detriment as a result of the variance? _____

- (5) Would the variance adversely affect the delivery of governmental services (e.g. water, sewer, garbage)? _____

- (6) Were the applicable zoning restrictions in place when the property was purchased or acquired by the applicant? Did the applicant have a reasonable means of determining what zoning restrictions were in effect at the time the property was acquired? _____

- (7) Can the property owner=s predicament feasibly be obviated through some method other than a variance (such as a zoning change or redesign of the proposed plan)? _____

- (8) Can the spirit and intent behind the zoning requirement be observed and substantial justice done if the variance is granted? _____