



Application for a Conditional Use Permit

Monroe Development Department
233 South Main Street, Monroe, Ohio 45050
Phone: 513-539-7374
planning@monroeohio.gov
www.monroeohio.gov

For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Date of Planning Commission Review:

Fee Paid:

Staff Initials:

Application/Case Number:

Conditional Use Permit Review Information

1. The conditional use permit review procedure and review criteria are established in Section 1207.20 of the Monroe Planning and Zoning Code.
2. Some conditional uses may be subject to use-specific standards in addition to the general review criteria for all conditional uses. Such use-specific criteria will be identified in Section 1203.05.
3. If the applicant is proposing a development that will also require a site plan review, such review shall occur simultaneously and the applicant shall submit a site plan review application.
4. The Monroe Planning Commission reviews all conditional use permit applications.
5. The application fee for a conditional use is due at the time the application is submitted.

Basic Project and Site Information

Project Address:

County: ☐ Butler ☐ Warren

Total Lot Area:

County Tax Parcel ID:

Project/Development Name:

Existing Zoning District:

Proposed Use: ☐ Residential ☐ Commercial ☐ Office ☐ Industrial ☐ Public or Institutional Use
☐ Mixed Use

Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Property Owner Name:

The applicant may attach a separate sheet of a paper with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Project Address or Tax Parcel ID:

Conditional Use Permit Information Continued

2) Please describe, in detail, the proposed use of the site.

3) Describe how the proposed use will be harmonious 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) Describe how the proposed use addresses applicable conditional use standards in Section 1203.05.

Certification and Signatures

Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this conditional use application and any subsequent zoning permit or other review applications.

Print Name:

Signature:

Date:

Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project.

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

Submittal Requirement Checklist

Digital Submittal Requirements

- | | |
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| ☐ | All document applications shall be submitted in a compatible electronic format to planning@monroeoehio.gov . |
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General Information

- | | |
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| ☐ | Application fee. |
| ☐ | Plans and maps at a scale no smaller than 1 inch = 100 feet. Paper copies may be required based on project specifics. <i>See Submittal Requirement Checklist for Site Plan Review application.</i> |
| ☐ | Traffic Impact Study, if required by the City Engineer. |
| ☐ | Any additional information determined to be necessary by the Development Department |
| ☐ | Final mylars and digital files of all maps and plans will be required after approval |

Note: Any addition or alteration of landscaping, lighting, or parking will require a site plan review and the applicant shall be responsible for completing the site plan review application and submitting the necessary information.

Existing Conditions Map

- | | |
|--------------------------|--|
| ☐ | All existing zoning district classifications on the site and adjacent to the site |
| ☐ | Parcel boundaries of all parcels adjacent to the site |
| ☐ | Names of all subdivisions and property owners of lots adjacent to the site |
| ☐ | Location of existing buildings, structures, curb cuts, parking and loading areas, lighting fixtures, outside trash storage facilities, fences, outdoor display or storage, and other built or impervious surfaces. |
| ☐ | Location of existing vegetation (general location) to be maintained |