

CITY OF MIDDLEBURG HEIGHTS

Building Division

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 234-2218 • Fax (440) 234-9092



PLANNING COMMISSION CONDITIONAL-USE APPLICATION

1. All projects to be placed on the agenda may be reviewed and receive approval from the following departments, where required, at least **30 Days prior to the meeting date**: Engineering, Building, Architectural, City Planner, and Fire. Applicant agrees to pay the review fees. ***NOTE:** Architectural Review and Engineering Review fees must be paid before the plans will be sent out. Projects will not be placed on the agenda until the fees are paid the reviews are complete. **It is the Applicant's responsibility to contact the Building Department for estimated fees.**
2. Complete the **entire** two-page form and submit the signed original with the following:
 - A. Twelve (12) complete copies of any documents/collated plans/drawings/photographs
***NOTE:** It is the Applicant's responsibility to collate any revised drawings
 - B. A disc containing PDF files of all drawings, or you may call to email the files
 - C. Proof of owner's approval
 - D. Pursuant to Chapter 17, Section 1127.04 of the Zoning Code of Middleburg Heights, Ohio A check made payable to the "City of Middleburg Heights" for \$125

All fees, other than Engineer and Architect review deposits that were overestimated, shall be nonrefundable and nontransferable. Any substantial alteration to the original plans will be considered a new proposal and will be charged at the scheduled rate.

Please note in accordance with Zoning Code Section 1123.11 you will be given a sign to post indicating the time and date of the Planning Commission meeting. Please leave the sign posted until the Commission takes action upon your request.

Name of the Business Involved _____ Phone _____

Address of the Property Involved _____

Permanent Parcel No. _____ Current Zoning District _____

Property Owner Name, Address, Phone _____

Agent's Name, Address, Phone, and Email _____

Type of Project _____

Applicant's Name (Please Print)

Applicant's Signature

FOR CITY USE ONLY

PC AGENDA NO.
RECEIVED
CHECK NO./AMT.

Building Department Approval

**CONDITIONAL-USE PERMIT APPLICATION
BUSINESS AND INDUSTRIAL DISTRICTS**

Please note in accordance with Zoning Code Section 1123.07: Conditional-Use Permits conditional uses may be permitted in certain districts, but not without consideration, in each case, of the effect of the use upon neighboring public need for the particular use at the particular location. The application of the planning standards for determining the location and extent of such a use is a planning function and not in the nature of a variance or appeal. An application for a conditional-use permit shall not be approved unless the following conditions and standards are complied with:

1. Explain how the proposed use is necessary to serve the community needs, and how existing facilities located in less restrictive districts in which the use may be permitted are inadequate. _____

2. Explain how the proposed use is not closer than appropriate in the particular situation to schools, churches, and other places of assembly. _____

3. Explain how the location, extent, and intensity of the proposed use are such that its operation will not be objectionable to nearby dwellings by reason of noise, dust, heat, smoke, glare, fumes, odors, or vibrations that are greater or more offensive than are normal or than are permitted by the performance standards of the district.

4. Explain how the proposed use will form a harmonious part of the Business or Industrial Districts taking into account, among other factors, convenience of access and relationship of one use to another. _____

5. Explain how the hours of operation and concentration of vehicles in connection with the proposed use will not be more hazardous or dangerous than the normal traffic of the district. _____
