



**Prairie Township Zoning Office  
Board of Zoning Appeals**  
25 Maple Drive  
Columbus, Ohio 43228  
(614) 878-3317 ext 103  
(614) 878-0566 Fax  
www.prairietownship.org

<b>BZA USE ONLY</b>	
<b>APPLICATION NO.</b>	_____
<b>DATE FILED</b>	_____
<b>FEE RECEIPT NO.</b>	_____
<b>RECEIVED BY</b>	_____

**CONDITIONAL USE PERMIT**

The undersigned requests a Conditional Use Permit for the use specified below. Should this application be approved, it is understood that it shall only authorize that particular use described in this application and any conditions or safeguards required by the Board. Eight (8) copies of a completed application shall be filed with the Zoning Inspector.

**1. General Information:**

(a) Name of Owner (and Lessee, if applicable): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Business/Other Phone: \_\_\_\_\_

(b) Name, address and phone number of applicant (if other than owner):

\_\_\_\_\_  
\_\_\_\_\_

**2. Location Description:** Subdivision Name: \_\_\_\_\_

Street Name: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_ Other Designation: \_\_\_\_\_

Lot Number: \_\_\_\_\_ (If not a platted subdivision, attach a legal description)

**3. Existing Use:** \_\_\_\_\_

**4. Zoning District:** \_\_\_\_\_

**5. Description of Proposed Conditional Use:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**6. Supporting information:** At a minimum, the application shall contain the following information:

(a) A list of the names and addresses of all property owners within, contiguous to, and directly across the street from the area that is the subject of application, and such other persons who may have an interest in the proceeding, as may be designated as parties in interest by the BZA.

(b) A narrative statement evaluating the impact upon adjoining property; the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the district; and the relationship of the proposed use to the comprehensive plan.

- (c) Sufficient information demonstrating that the proposed conditional use meets the requirements set forth in Section 563 of the resolution.
- (d) Such other information regarding the property, proposed use, or surrounding areas, as may be pertinent to the application or required for appropriate action by the BZA.
- (e) Eight (8) copies of a plot plan, drawn to an appropriate scale, clearly showing the following:
  - 1. The boundaries and dimensions of the subject tract; and
  - 2. The size and location of existing and proposed structures; and
  - 3. Traffic access points, traffic circulation, and parking and loading facilities; and
  - 4. A listing of utilities servicing or proposed to service the subject tract; and
  - 5. The proposed use of all parts of the subject tract, including structures, access ways, walks, open spaces, landscaping, refuse and service areas, signs and yards; and
  - 6. The relationship of the proposed development to the District and Supplementary District Standards; and
  - 7. Such other information as the BZA may require to determine if the proposed conditional use meets the applicable requirements of this Resolution.

7. This permit shall be deemed to authorize only one particular conditional use and this permit shall expire if, for any reason, the conditional use approved herein is voluntarily discontinued for more than 2 years.

8. **Fee:** The fee as prescribed in Section 360, Prairie Township Zoning Resolution, shall be submitted with the application. The fees are as follows: Single family dwelling - \$\_\_\_\_\_. Business and all others - \$\_\_\_\_\_.

9. **Certification:**  
The undersigned hereby certify that the information contained in this application and its supplements is true and correct.

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

\_\_\_\_\_  
 Owner(s) Signature  
 Lessee(s) Signature (if applicable)

\_\_\_\_\_  
 Applicant Signature (if applicable)

\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

Date Filed: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Fee Receipt No. \_\_\_\_\_

Date of Notice to Parties in Interest: \_\_\_\_\_

Date of Notice to Newspapers: \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_

**Decision of Board of Zoning Appeals:**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Other: \_\_\_\_\_

If approved, the following conditions and safeguards were prescribed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PRAIRIE TOWNSHIP BOARD OF ZONING APPEALS

PRAIRIE TOWNSHIP ZONING OFFICE

25 MAPLE DRIVE

COLUMBUS, OHIO 43228

\_\_\_\_\_

CHAIRMAN

PHONE (614) 878-3317 EXT 103

\_\_\_\_\_

DATE

This is to confirm that the Zoning Office has informed you of all application requirements and procedures with regard to your project located at \_\_\_\_\_ which includes the items indicated on the following list:

- Rezoning Process
- Franklin County Planning Commission
- Parking Lot Drainage Plan Review Process (which requires detailed blue prints)
- Variance Process
- Conditional Use Process
- All required fees
- Fire Marshall Approval
- Contact (Township, County and/or State) with regard to road related issues
- Throughout the rezoning process the applicant understands additional requirements of the Prairie Township Zoning Resolution, or other departments, may be applicable

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

\_\_\_\_\_

Signature



**Prairie Township Zoning Office**  
 23 Maple Drive  
 Columbus, Ohio 43228  
 614-878-3317 Fax 614-878-0566  
 www.prairietownship.org

**SUBMISSION REQUIREMENTS  
 CONDITIONAL USE PERMIT**

The Prairie Township Board of Zoning Appeals regular scheduled meeting is the second Tuesday of each month at 7:00 p.m.

***Submission Requirements:***

In order for your Conditional Use Permit to be processed and placed on the Prairie Township Board of Zoning Appeals agenda, you must submit the following material and have it reviewed by the Zoning Office.

***Applications are not complete unless all of the items listed below are submitted along with the completed application.***

1. Application Form Completed
2. Plot plan drawn to scale indicating north arrow on drawing. Drawing needs to be provide all information mentioned on this form. (You must submit 8 copies of any large plats).
3. Lot dimensions and boundary lines including total square footage of principal and all accessory buildings. Include set backs from all property lines.
4. All existing structures and proposed structures, total square footage of each, set backs and dimensions from all lot lines.
5. All road and alley right-of-way measurements, including any and all utility easements, indicating any and all changes or modifications. Approved by appropriate road authority.
6. A detailed parking plan meeting all requirements set forth in Article 11 of the Prairie Township Zoning Resolution, if applicable. (Copies are attached).
7. Drainage approval, if applicable.
8. Traffic pattern approved by Prairie Township Fire Prevention Officer. Prairie Township Fire Department, 614-878-4124.
9. Landscaping and screening plan meeting requirements in section 1013 and 1014. (Copies attached).
10. Signage meeting requirements set forth in Article 12. (Copies attached).

11. Written statement describing nature of the request. Give details and evaluate the impact upon adjoining properties.
12. All applicable fees. Single family dwelling \$\_\_\_\_\_. Business and all other \$\_\_\_\_\_.
13. Names and addresses of all property owners within, contiguous to, and directly across the street from the area that is the subject of application, and such other persons who may have an interest in the proceeding, as may be designated as parties in interest by the BZA.

Commercial Districts must provide additional information as follows. Copies of Sections, which are applicable, will be provided.

1. Parking lot requirements set forth in Article 11. (Copies will be provided). A detailed parking plan showing number of spaces and dimensions, drainage plans (blue prints to be approved, checklist will be provided) traffic patterns approved by Prairie Township Fire Prevention Officer 878-4124.
2. Landscaping and screening plans to meet all requirements set forth in Article 10. (Copies will be provided).
3. Signage must meet requirements set forth in Article 12. (Copies will be provided).