

CITY OF BEAVERCREEK CONDITIONAL USE WITHIN AN EXISTING STRUCTURE

CHECKLIST OF REQUIRED INFORMATION

1. _____ Application fee (\$250.00) and application form (attached) completed showing:
 - A. Applicant's name, address, phone number.
 - B. Name, address, phone number of all owners of the property.
 - C. Signature by applicant
 - D. If the applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached)
 - E. Name, address, phone number, e-mail address of contact person for information and questions.
 - F. Name, phone number, and e-mail address of engineer, attorney, and/or architect if applicable.

2. _____ Three copies of the site plan, drawn to standard engineer's scale. Drawing sheet sizes shall not exceed 24" by 36". All plans shall be at a scale of 1" = 30', 1" = 40', or 1" = 50'. The site plan must show lot dimension, building locations on the lot/parcel and the building dimension, all existing and proposed parking, and setbacks from the lot lines. If necessary the site plan may also be required to show:
 - A. Location of right-of-way.
 - B. Location of stormwater and sanitary sewers.
 - C. Location of water.
 - D. Location of septic tank/leach bed.
 - E. Location of gas lines.
 - F. Location of well.
 - G. Location of other utilities.
 - H. Location of drainage and utility easements.
 - I. Location of property lines involved (multiple parcels if affected).
 - J. Location of any other on-site landmarks affected by the request.
 - K. Location of regulatory floodplain if any portion of the parcel is located within a floodplain.
 - L. Photometric plan of parking lot and exterior building lighting.

3. _____ A letter of intent outlining details of the proposed use, hours of operation, average number of customers or constituents, and any other applicable information.

4. _____ Color elevations and material samples of building exteriors only if there are planned facade changes.

5. _____ A list of property owners located within the 500-foot buffer area from the Greene County website. To obtain the list use the link:
<http://gis.co.greene.oh.us/online/>

CITY OF BEAVERCREEK

LAND DEVELOPMENT APPLICATION

Case Number: _____
Zoning and Concept Plan _____
Specific Site Plan _____
Modification _____
ASRA _____
Conditional Use _____
Amendment _____
Prior Case Reference _____

Date: _____

Project Name: _____

Location of Property: _____

Parcel ID(s): _____

Current Zoning: _____ Proposed Zoning: _____

Applicant's Name: _____ Telephone: _____

Applicant's Address: _____

Property Owner's Name: _____ Telephone: _____

Property Owner's Address: _____

Total acres included in this application: _____

Type of Development: Residential Commercial Office Industrial

Other _____

Brief description of application request: _____

Applicant's status: Owner Lessee Purchaser Agent

Name of Engineer: _____ Telephone: _____

Engineer's Email Address: _____

Name of Architect: _____ Telephone: _____

Architect's Email Address: _____

Name of Attorney: _____ Telephone: _____

Attorney's Email Address: _____

Contact Person: _____ Telephone: _____

Contact Person's Email Address: _____

Applicant's Signature

By the above signature, the applicant hereby attests to the truth and exactness of all information supplied and submitted on and with this application. By the above signature, the applicant furthermore consents to be bound by this application, by any agreement made by the applicant or its agent, and by all decisions made by the City of Beavercreek relating to and in connection with the application.

Date Received in Planning Department _____ Received by _____

Application Fee Paid _____ Plan Review Fee Paid _____