

**City of Franklin, Ohio**  
**CONDITIONAL USE APPLICATION**  
UDO Sections 1113.01 and 1115.09

Application No. \_\_\_\_\_

The undersigned owner(s) of the following property hereby submit this application requesting a conditional use, as specified below.

1. Name of Applicant(s): \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (work)
4. Address of the property where conditional use will be located: \_\_\_\_\_  
\_\_\_\_\_
5. Lot No. of the property where conditional use will be located: \_\_\_\_\_
6. Current Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_
7. Proposed Conditional Use: \_\_\_\_\_

**The following items must be submitted with this Application:**

- \_\_\_\_\_ A. If the applicant is not the owner of the subject property, a notarized letter of authorization from the property owner(s), designating the applicant as his/her/their representative.
- \_\_\_\_\_ B. **Legal description** of the property proposed for conditional use – either a deed or a drawing prepared by a surveyor registered in the State of Ohio.
- \_\_\_\_\_ C. A **list of all owners** of property that are contiguous to the property proposed for the conditional use or that are across the street from it. (The list shall be based upon the Warren County Auditor’s current tax lists).
- \_\_\_\_\_ D. A **Statement** addressing the following:
  - (1) The need for the proposed conditional use;
  - (2) The location of the proposed conditional use and a report identifying its effects and general compatibility with uses on surrounding properties and the general neighborhood; and
  - (3) A plan of how the potential negative effects of the proposed conditional use will be mitigated, including traffic, parking, noise, light intrusion, solid waste storage and removal.
- \_\_\_\_\_ E. A **Narrative Statement** outlining how the proposed conditional use meets the general standards of approval for conditional uses.
  - (1) The proposed use is a conditional use in the zoning district for which it is proposed;
  - (2) The proposed use will be in accordance with the general and specific objectives of the City’s Comprehensive Development Plan;
  - (3) The proposed use will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general neighborhood;
  - (4) The proposed use will not be hazardous or unreasonably disturbing to existing or future neighborhood uses;
  - (5) The proposed use will be adequately served by essential public facilities and services such as streets, police and fire protection, drainage, water and sewer, or that the persons or agencies responsible for the establishment of the use will be able to adequately provide any such services;
  - (6) The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community;

- (7) The proposed use will not involve uses, activities, processes, materials, equipment and conditions or operations that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
- (8) The proposed use will have vehicular approaches to the property that are designed so as to not interfere with traffic on surrounding public thoroughfares; and
- (9) The proposed use will not result in the destruction, loss or damage of a natural, scenic or historical features of major importance.

- \_\_\_\_\_ F. A **Sketch Plan**: 12 copies of a site plan or sketch plan, and other drawings to scale, showing:
- (1) Boundaries and dimensions of the property and the size and location of all proposed or existing structures;
  - (2) All pertinent natural and man-made features and adjacent development character and buildings;
  - (3) The proposed uses compliance with the City's parking regulations (Section 1111.07 ) – i.e., the location and configuration of off-street parking and loading areas, the arrangement of internal and in-out traffic movement including access roads and drives and the location of signs related to parking and traffic control, including handicap spaces and signage;
  - (4) Existing and proposed utility easements;
  - (5) Location of any required landscaping or buffer yards;
  - (6) Location of any existing or proposed signs;
  - (7) Location of any refuse or service areas; and
  - (8) Any additional information the City Engineer deems appropriate.

\_\_\_\_\_ G. The **Application Fee**.

**\*\*\*Effect of Approval/Validity:**

- A. A Conditional Use Certificate shall authorize the particular conditional use on the specific parcel for which it was approved.
- B. The Conditional Use Certificate shall expire six- (6) months from the date of enactment, unless prior to that date the applicant commences actual construction or business.
- C. There shall be no modification of a Conditional Use Certificate except by approval of the Planning Commission.
- D. Conditional Use Certificates are non-assignable, and shall not be transferred to a subsequent owner of the property, nor shall they transfer with the owner to another location.
- E. A Conditional Use Certificate shall terminate upon the property no longer being used for such conditional use, or upon the change of occupancy of the premises, or upon the sale or change of ownership of such property.
- F. **Except as otherwise provided above, a Conditional Use Permit shall have no expiration date and does not need to be renewed, but is subject to revocation if the holder violates any of the conditions of the permit.**

BE ADVISED THAT THE SUBMISSION OF ADDITIONAL SUPPORTING INFORMATION MAY BE REQUIRED.

**\*\*The applicant should check with the City's Division of Building & Zoning in regards to any building code requirements or other permits required by the City. Acceptance and/or approval of this application is not a guarantee against a change in development requirements or standards due to unforeseeable circumstances once the project and/or construction begins. The applicant is advised to consult with specialists as needed.\*\***

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

OFFICE USE ONLY

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

TRC Meeting: \_\_\_\_\_

Legal Notice: \_\_\_\_\_

Mailings: \_\_\_\_\_

PC Meeting: \_\_\_\_\_

Approved

Approved with Modifications: \_\_\_\_\_

Denied

Date of Approval or Denial: \_\_\_\_\_

Date Notice Mailed to Applicant: \_\_\_\_\_