

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. _____ One copy of the site plan, drawn to standard engineer's scale. 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 digital copy of items 2-4 above.

6. _____ A list of property owners located within the 500-foot buffer area from the Greene County website. To obtain the list use the link:
<https://gis.greenecountyohio.gov/GIMS/> and input the address. Then select the "buffer analysis" above the "quick search" box.

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: _____ New Building Square Footage: _____	
Type of Development: Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/>	
Other _____	
Brief description of application request: _____	

Applicant's status: Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Purchaser <input type="checkbox"/> Agent <input type="checkbox"/>	
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 _____ Fee Received _____ Received by _____

AGENT FORM

The undersigned, owner(s) of the certain real property described in the attached "Exhibit A" (the "Property"), do hereby appoint and expressly grant full authority to _____ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Beavercreek in connection with this same case, and by all decisions made by the City in connection with this same case.

Owner's Signature

Owner's Signature

Printed Name

Printed Name

Sworn to before me and subscribed in my presence by the said _____
on this _____ day of _____, 20____.

Notary Public

PLAN REVIEW FEES

<u>Commercial Building Gross Square Footage</u>	<u>Review Fees</u>
1 to 4,999 square feet	\$550.00
5,000 to 9,999 square feet	\$825.00
10,000 to 24,999 square feet	\$1,100.00
25,000 to 49,999 square feet	\$1,375.00
50,000 to 99,999 square feet	\$1,650.00
100,000 to 199,999 square feet	\$2,200.00
200,000 square feet and above	\$3,300.00
<u>Residential</u>	
Multi-Family	\$1,500.00