

VILLAGE OF SHAWNEE HILLS
APPLICATION FOR CONDITIONAL USE RESIDENTIAL

40 W. Reindeer Dr. Shawnee Hills, Ohio 43065

(614) 889-2824

Fax (614) 889-2053

Fee: 600.00 Receipt Number _____ Date _____

Affected Property Address: _____

Brief statement of the reason for application _____

Incomplete Applications Will Not Be Accepted

Name of Applicant: _____

Mailing Address: _____ City/State/Zip _____

Phone: Home _____ Cell _____ Fax _____

E-Mail Address _____

Name of Owner (if other than applicant) _____

Address _____ City/State/Zip _____

Phone: Home _____ Cell _____ Fax _____

Interest of Applicant (Prospective Buyer, Legal Representative) _____

SEE CHECKLIST - MUST BE COMPLETED AND SIGNED AT BOTTOM

This application and one set of supporting documentation shall be submitted. Once it is determined the application and supporting documents are complete, then five (5) additional full sets will be required before a hearing date with the Board of Zoning Appeals (BZA) will be set. After the BZA hears the application, the applicant must then appear before the Architectural Board of Review (ABR) for aesthetic approval. Once approved or denied by the ABR, the Village will retain one set of plans and the rest will be returned to the applicant with letter of instruction.

Fees shall be collected upon submission of this application. Applications for Conditional Use (ACU) Residential shall be issued or denied within 10 business days after the ABR renders a decision.

Please Initial:

_____ I agree to pay the Village of Shawnee Hills any additional legal and/or engineering fees that may be required to process this application. I understand these fees and costs would be in addition to the application fee and I will be notified of them.

_____ I understand the Village Zoning Officer may reject this application if it does not contain all of the required information and if after two reviews the application is still not complete I will be charged an additional \$150.00 fee.

_____ I understand that the Zoning Officer and/or Delaware County Code Compliance will perform inspections during the construction and I agree that any Certificate of Zoning Compliance will be considered void from the start if I apply to Delaware County for an occupancy permit before obtaining an approval from the Village by way of a Zoning Inspection Certificate and if I receive an occupancy permit without said certificate it is void.

_____ I understand that the Village engineer must approve the drainage plan before an ACU will be issued.

_____ I understand that the Village engineer must approve a final site inspection of the approved drainage plan before a Zoning Inspection Certificate will be issued.

_____ I understand that the Zoning Officer must approve a Zoning Inspection before Delaware County will issue a valid occupancy permit.

Plan Checklist for 1 Single Lot Of Record

Development Standards 1105.03: Minimum site width: 35 feet, Minimum front yard from street right of way: 17.5 feet, Garage Front Setback 40 ft from street right of way, House Read Yard 20 ft from rear lot line, House Side Yard with full masonry exterior (stone, stucco, brick) 5 ft on non-driveway side, 10 ft on driveway side, House Side Yard without full masonry exterior 8 ft on non-driveway side, 10 ft on driveway side, Detached Garage Side/Rear setback: 3 ft; 0 ft if garage is full masonry, Garage walls side/back must be coterminous with a Masonry perimeter

wall adjacent to the lot line, Garage eaves shall not overhang or encroach onto neighboring lots without adjacent owners permission, Minimum total square footage of dwelling = 1,050 sq feet, Maximum Square footage of two car garage = 288 sq ft, Maximum Structural (House/Garage) Coverage of lot:35% , Maximum Impervious surface coverage of lot: 55%, Minimum 1 Car Garage, Decks may constitute 10% for total of 65% total impervious surfaces. Minimum landscaped green space on lot: 45%. Privacy walls: a masonry (stone, stucco, brick) party wall up to 72 inches in height may be required by the BZA to extend along portions if the side or rear lot lines to provide privacy to contiguous established residences.

A written description with the following information:

- Did the 1 non-conforming lot exist as of 9/1/00?
- A legal description of the property
- The proposed use of the property
- A statement of the relationship of the proposed use to adjacent property and land use.

Warranty Deed/Pictures

- The lot has not been separated from adjacent contiguous lots under the same ownership after 9/1/00 for the purpose of qualifying for exception.
- The lot was of separate ownership from all adjacent and contiguous lots (Not adjacent to any lots held by the same legal owner) as of 9/1/00
- The adjacent and contiguous parcels exist as developed building lots, street right of way, or other legal non-conforming lots of record under separate ownership
- Pictures showing adjacent properties to the North, East, South and West
- A physical survey stamped/signed by a registered surveyor is required for all new building sites.

Survey must include: dimensions of all lots lot numbers easements and road pavement locations

- Setbacks from street right of way and street pavement to the front of the structure
- exact size, location and intended use of all existing structures on the site
- exact size, location and intended use of all proposed structures on the site
- Driveway location, width and setback from neighboring property line
- Trees greater than 6" in diameter
- The lot has 35 ft of frontage on an existing and improved publicly maintained street.
- Blue prints showing all floor plans, existing elevations, proposed finished elevation, square footage of the building and building height.

Development Drainage Plan Must be stamped/signed by a Licensed Architect, Certified Landscape Architect or Registered Professional Engineer Include information listed on the Village of Shawnee Hills Site Plan or Conceptual Grading Plan Requirements

Landscaping Plan Showing location, type and size of all plants/trees/bushes/etc..

- Letter of intent from Delco that Public Water is provided
- List of all adjoining property owner's names and mailing addresses.

Plan Checklist for 2 Contiguous Front to Back Lots Of Record

- Same as 1 lot of record but a two car garage is permitted
- A letter from Delaware County that the lots have been combined into 1 for tax purposes.
- If both lots have frontage on improved streets, garage access may be from the rear street.
- Use checklist for 1 single lot of record.

Plan Checklist for 2 Contiguous Side-by-Side Lots Of Record

Development Standards 1105.03: Minimum site width: 70 feet, Minimum front yard from street right of way: 17.5 feet, Garage Front Setback 40 ft from street right of way or 30 feet if 16' wide driveway installed, House Rear Yard 20 ft from rear lot line, House Side Yard with full masonry exterior (stone, stucco, brick) 5 ft on non-driveway side, 10 ft on driveway side, House Side Yard without full masonry exterior 8 ft on non-driveway side, 10 ft on driveway side, Detached Garage Side/Rear setback: 3 ft; 0 ft if garage if full masonry, Garage walls side/back must be coterminous with a Masonry perimeter wall adjacent to the lot line, Garage eaves shall not overhang or encroach onto neighboring lots without adjacent owners permission, Minimum total square footage of dwelling = 1,250 sq feet, Maximum Square footage garage = 576 sq ft, If both lots have frontage on improved streets, garage access may be from the rear street, Maximum Structural (House/Garage) Coverage of lot 35%, Maximum Impervious surface coverage of lot: 55%, 2 Car Garage, Decks may constitute 10% for total of 65% total impervious surfaces, Minimum landscaped green space on lot: 45%. Privacy walls: a masonry (stone, stucco, brick) party wall up to 72 inches in height may be required by the BZA to extend along portions if the side or rear lot lines to provide privacy to contiguous established residences.

A written description with the following information:

- Did the 2 non-conforming lots exist side by side as of 9/1/00?
- A legal description of the property
- The proposed use of the property
- A statement of the relationship of the proposed use to adjacent property and land use.

Warranty Deed/Pictures

- The lot has not been separated from adjacent contiguous lots under the same ownership after 9/1/00 for the purpose of qualifying for exception.
- The lot was of separate ownership from all adjacent and contiguous lots (Not adjacent to any lots held by the same legal owner) as of 9/1/00
- The adjacent and contiguous parcels exist as developed building lots, street right of way, or other legal non-conforming lots of record under separate ownership
- Pictures showing adjacent properties to the North, East, South and West
- A physical survey stamped/signed by a registered surveyor is required for all new building sites.

Survey must include: dimensions of all lots lot numbers easements and road pavement locations

- Setbacks from street right of way and street pavement to the front of the structure
- exact size, location and intended use of all existing structures on the site
- exact size, location and intended use of all proposed structures on the site
- Driveway location, width and setback from neighboring property line
- Trees greater than 6" in diameter
- The lot has 35 ft of frontage on an existing and improved publicly maintained street.
- Blue prints showing all floor plans, existing elevations, proposed finished elevation, square footage of the building and building height.

Development Drainage Plan Must be stamped/signed by a Licensed Architect, Certified Landscape Architect or Registered Professional Engineer Include information listed on the Village of Shawnee Hills Site Plan or Conceptual Grading Plan Requirements

Landscaping Plan Showing location, type and size of all plants/trees/bushes/etc.

- Letter of intent from Delco that Public Water is provided
- A letter from Delaware County that the lots have been combined into 1 for tax purposes.
- List of all adjoining property owner's names and mailing addresses.

Plan Checklist for 3 Contiguous Side-by-Side Lots Of Record

- Same as 2 Side-by-Side lots of record EXCEPT: Side yards for the house are Minimum 15' both sides.
- Use checklist for 2 side-by-side lots of record

Plan Checklist for 3 Contiguous Lots Of Record 2 lots Side by Side & 2 Lots front to back

- Same as 2 Side-by-Side lots of record. A 2-car garage is permitted and a rear driveway is permitted on lots with front and rear access to improved streets.
- Use checklist for 2 side-by-side lots of record

Plan Checklist for 4 or 5 Contiguous lots Of Record

Development Standards 1105.03: Minimum site width: 70 feet, Minimum front yard from street right of way: 17.5 feet, Garage Front Setback 30 ft from street right of way, House Rear Yard 25 ft from rear lot line, House Side Yard 15 feet both sides, Garage Side/Rear setback: 5 ft, Minimum total square footage of dwelling = 1,250 sq feet, Minimum Square footage garage = 400 sq ft, Maximum Structural (House/Garage) Coverage of lot 30%, Maximum Impervious surface coverage of lot: 45%, 2 Car Garage, Minimum landscaped green space on lot: 55%.

A written description with the following information:

- Did the 2 non-conforming lots exist side by side as of 9/1/00?
- A legal description of the property
- The proposed use of the property
- A statement of the relationship of the proposed use to adjacent property and land use.

Warranty Deed/Pictures

- The lot has not been separated from adjacent contiguous lots under the same ownership after 9/1/00 for the purpose of qualifying for exception.
- The lot was of separate ownership from all adjacent and contiguous lots (Not adjacent to any lots held by the same legal owner) as of 9/1/00
- The adjacent and contiguous parcels exist as developed building lots, street right of way, or other legal non-conforming lots of record under separate ownership
- Pictures showing adjacent properties to the North, East, South and West
- A physical survey stamped/signed by a registered surveyor is required for all new building sites.

Survey must include: dimensions of all lots lot numbers easements and road pavement locations

- Setbacks from street right of way and street pavement to the front of the structure
- exact size, location and intended use of all existing structures on the site
- exact size, location and intended use of all proposed structures on the site
- Driveway location, width and setback from neighboring property line
- Trees greater than 6" in diameter
- The lot has 35 ft of frontage on an existing and improved publicly maintained street.
- Blue prints showing all floor plans, existing elevations, proposed finished elevation, square footage of the building and building height.

Development Drainage Plan Must be stamped/signed by a Licensed Architect, Certified Landscape Architect or Registered Professional Engineer Include information listed on the Village of Shawnee Hills Site Plan or Conceptual Grading Plan Requirements

Landscaping Plan Showing location, type and size of all plants/trees/bushes/etc.

- Letter of intent from Delco that Public Water is provided
- A letter from Delaware County that the lots have been combined into 1 for tax purposes.
- List of all adjoining property owner's names and mailing addresses.

Plan Checklist for R-2 Single Family Lot over 14,700 sq ft

Development Standards 1113.04: Minimum site width: 70 feet, Minimum site area 14,700, Minimum front yard from street right of way: 17.5 feet, Rear Yard 25 ft from rear lot line, Side Yard 15 feet both sides, Minimum total square footage of dwelling = 1,250 sq feet, Coverage of lot 20%, Maximum height 30 feet

Written description of the property and its intended use

- A legal description of the property.
- Survey prepared and sealed by a licensed surveyor.
- The proposed use of the property.
- A statement of the necessity or desirability of the proposed use of the neighborhood or community.
- A statement of the relationship of the proposed use to adjacent property and land use.
- Such other information regarding the property, proposed use, or surrounding area as may be pertinent to the application or required for appropriate action by the Board of Zoning Appeals.
- The relationship of the proposed development to the Development Standards.
- The use of land and location of structures on adjacent property.

Survey Prepared and Plot Plan. The Application shall be accompanied by a plot plan, drawn to an appropriate scale, clearly showing the following:

- The boundaries and dimensions of the lot(s).
- The size and location of existing and proposed structures including existing & proposed elevations.
- The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking, loading spaces ,
- Blue prints showing all floor plans, existing elevations, proposed finished elevation, square footage of the building and building height

Development Drainage Plan Must be stamped/signed by a Licensed Architect, Certified Landscape Architect or Registered Professional Engineer Include information listed on the Village of Shawnee Hills Site Plan or Conceptual Grading Plan Requirements

Landscaping Plan Showing location, type and size of all plants/trees/bushes/etc.

- Letter of intent from Delco that Public Water is provided
- A letter from Delaware County that the lots have been combined into 1 for tax purposes.
- List of all adjoining property owner's names and mailing addresses

1129.07 Fees for Zoning Applications and Permits

Application for Conditional Use (ACU) \$600.00
Re-review of drainage plan(s) due to partial work or disapproval \$125.00
Re-inspection of a final work site \$125.00 hour
Solicitor Fees \$130.00 hour

A fee of \$600.00 shall be collected upon submission of this application. ACU and supporting documentation shall be filed with the Zoning Officer and will be verified for completeness within 7 business days. Incomplete applications will be returned to the applicant one time with a letter of explanation. Once the application is verified complete, five (5) additional copies of the application and supporting documentation will be required before a hearing with the Board of Zoning Appeals will be scheduled. All hearings are scheduled within 60 days of receipt of a completed application.

Signature of Applicant

Date

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Date completed application received by Zoning Officer _____ Date Forwarded to BZA _____

____ Approved ____ Denied Date _____

Board of Zoning Appeals Chairman _____

Date Forwarded to ABR _____

____ Approved ____ Denied Date _____

Architectural Board of Review Chairman _____