

City of Loveland
Building & Zoning Department
120 W. Loveland Ave.
Loveland, Ohio 45140
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O-513-683-0150
F-513-583-3032



**Planning and Zoning Commission
Application for Special Exception**

The following documentation shall be submitted in order for your conditional use to be processed.

Address of Request: _____ Zoning: _____
Applicant/Owner Name: _____ Existing Use: _____
Mailing Address of Applicant/Owner: _____ Proposed Use: _____
Telephone Number: _____

APPLICATION FOR SPECIAL EXCEPTIONS.

An application for special exemptions shall be filed with the Zoning Administrator by at least one owner, owner's agent or lessee of properties for which such special exception is proposed. The application shall be signed by the owner or applicant attesting to the accuracy of all information supplied by the application. At a minimum, the application shall contain the following information provided however that the Zoning Administrator may waive certain submission requirements where it is determined that it is not applicable:

- (a) Name, address and telephone number of the owner of record and applicant;
- (b) A boundary survey of the said property;
- (c) Description of existing use;
- (d) Present zoning district;
- (e) Description of proposed special exception use;
- (f) A plan of the proposed site for the special exception showing the location of all buildings, parking and loading areas, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and other such information as the Zoning Administrator may require to determine if the proposed conditional use meets the intent and requirements of this Code;
- (g) A statement and supporting documentation describing how the applicant believes the request conforms to the standards for a special exceptions described below.
- (h) An application filing fee of \$100.

GENERAL STANDARDS FOR SPECIAL EXCEPTIONS.

In addition to specific requirements for special exceptions uses that may be specified in the district use regulations, the Planning and Zoning Commission shall review the particular facts and circumstances of each proposed use in terms of the following standards and shall find adequate evidence showing that such use is appropriate at the proposed location and meets all the of the following:

- (1) Shall be harmonious and in accordance with the general objectives of this Code;
- (2) Shall be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and so that such use shall not change the essential character of the same area;
- (3) Shall not be hazardous or disturbing to neighboring uses;
- (4) Shall be served adequately by essential public facilities and services;
- (5) Shall not be detrimental to the economic welfare of the community;
- (6) Shall not have a negative impact on properties within 300 ft. of the proposed site.
- (7) Shall not involve uses, activities, processes, material, equipment and/or conditions of operation 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 special exception shall not create significant or excessive demand for municipal police, fire protection, schools, or solid waste disposal services.
- (9) Shall be consistent with the spirit and intent of the Comprehensive Master Plan.
- (10) The proposed Special Exception use shall comply with the specific standards for each use contained in Section 1111.08.

An affidavit shall be supplied by the applicant on or before the date of the public hearing. Said affidavit shall state that all property owners within 300 feet were notified of the conditional use request and that the required legal notice was properly published (proof of publication required) and both were accomplished at least ten (10) days prior to public hearing.

As the applicant/owner applying for the subject conditional use approval, I hereby attest to the truth and exactness of all information which has been submitted.

Signature of Applicant/Owner: _____ Date: _____ Case Number: _____