

## VILLAGE OF NORTH BEND, OHIO

21 Taylor Avenue  
North Bend, Ohio 45052  
PHONE: 513-946-0610

### INSTRUCTIONS FOR FILING CONDITIONAL USE REQUEST

#### A. APPLICATIONS FOR CONDITIONAL USE:

1. Provide the street address of the property.
2. Provide the Auditor's Book, Page & Parcel information for the parcels.
3. Provide the zone classification of the property.
4. Describe the proposed conditional use request on the property.
5. The application must be signed by the owner.
6. A fee (as outlined below) payable to the Village of North Bend must accompany the application.

#### B. GRAPHIC SUBMITTAL REQUIREMENTS:

1. A survey prepared by a registered land surveyor must be submitted.
2. A site plan prepared by a certified architect or registered civil engineer must be submitted. Indicate on the site plan all existing and proposed improvements (structures, parking lots, driveways, signs, etc.). The site plan must include all information listed on the GRAPHIC SUBMITTAL REQUIREMENT (See attached). Indicate the proposed conditional use request and any other useful information concerning the property and proposed development. File with the application five (5) copies of the survey and the site plan. For printing purposes, the submission shall include one (1) copy of each drawing at a size no smaller than 8 ½" x 11" or larger than 11" x 17"
3. If the site plan has been amended by the Planning Commission (PC), two (2) copies of the approved site plan shall be submitted to the PC within thirty (30) days of the approval.

#### C. BUILDING PERMIT REQUIRED

After the conditional use request has been approved by the Planning Commission, a zoning and/or building permit shall be required for any improvements to the site. All requirements for obtaining a building permit shall be met.

#### D. PROCESSING FEE

A processing fee of \$846.00 dollars plus \$177.00 per acre pertaining to the area of the conditional use + 5% technology fee must be paid to the "Hamilton County Treasurer") at the time of filing the application. **This fee is Non-Refundable.**

Conditional Use # \_\_\_\_\_

**VILLAGE OF NORTH BEND, OHIO**

**APPLICATION FOR CONDITIONAL USE**

Name of Owner(s) or Agent:

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Address of Property:

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Auditor's Book, Page & Parcel Number(s):

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Zoning Classification:

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Conditional Use Request:

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\_\_\_\_\_  
Owner or Agent Mailing Address

Signed:

\_\_\_\_\_  
Owner or Agent Phone Number

\_\_\_\_\_  
Owner

Or

\_\_\_\_\_  
Agent

For Office Purposes Only:

Application Received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_

## AUTHORIZATION OF AGENT

If an agent (i.e., contractor) is acting on behalf of the owner(s), all owners must sign in the space provided. This form is necessary only when the person representing this request does not own all the property.

We the undersigned, being owners of real property, and requesting a conditional use by application do hereby authorize \_\_\_\_\_ (Print Name of Agent) to act as our agent in the matter.

(Type or clearly print)

NAMES OF ALL OWNERS

SIGNATURE OF ALL OWNERS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Note:

This form necessary only when the person representing this request does not own all the property.

## GRAPHIC SUBMITTAL REQUIREMENTS

All Conditional Use applications shall be accompanied by five (5) copies of a survey of the property and a proposed site plan. The survey must be prepared by a registered land surveyor and the site plan must be prepared by a certified architect or registered civil engineer.

File with the application five (5) copies of the survey and the site plan. For printing purposes, the submission shall include one (1) copy of each drawing at a size no smaller than 8 ½" x 11" or larger than 11" x 17".

The site plan shall contain the following information:

1. The total area in the development.
2. The existing zoning of the property in question and/or all adjacent properties.
3. All public and private right-of-way and easement lines located on or adjacent to the property which is proposed to be continued, created, relocated, or abandoned.
4. Existing topography with a maximum of ten (10) foot contour lines.
5. The proposed finished grade of the development shown by contours not larger than five (5) feet.
6. The locations of all existing and proposed buildings in the described parcels, the uses to be contained therein and the total number of buildings including dimensions, heights, gross floor area and number of stories.
7. Location and dimension of all curb cuts, driving lanes, off-street parking and loading areas including the number of spaces, angles of stalls, grades, surfacing materials, drainage plans, and illumination of facilities.
8. Location of all sidewalks and other open areas.
9. Location of all walls, fences, and buffer yards.
10. Location, size, height, materials, lighting, and orientation of all signs.
11. Location of all existing proposed streets, highways, and alleys.
12. All existing and proposed water and sanitary sewer lines indicating pipe sizes, types and grades.
13. The schedule of phasing for the project.
14. Such other information as required by the Planning Commission to determine the conformance with this Code.