

RAVENNA TOWNSHIP ZONING DEPARTMENT
6115 S. Spring St.
RAVENNA, OHIO 44266
330-296-9616 PHONE 330-297-9138 FAX
Office Hours: Monday – Thursday 9:00a.m.-1:00p.m.

CONDITIONAL USE APPLICATION

Date _____ / _____ / _____ Application number _____ BZA _____

Location Address _____

Parcel I.D. Number _____

Zoning District _____

Proposed Use _____

Applicant Information

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Owner Information

Company _____

Owner _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Office use only

BZA **APPROVED** **DENIED** **DATE** _____

APPLICATION REQUIREMENTS

1. Applications shall be submitted on Township Conditional Use Certificates Application Form, signed by the property owner, and shall include the following items in addition to the application:
 - a. A statement supported by substantiating evidence regarding the specifications listed in Chapter 7, Section 700.10.
 - b. A list of property owners adjoining and within 500 feet of the property lines of the subject property, as they appear on the County Auditor's current tax list and the mailing addresses of those owners.
 - c. Name and address of person and/or firm that prepared the plan(s) for the application.
 - d. Proposed density of units (for residential development).
 - e. A schedule for the proposed improvements of the site and buildings, including all proposed phases.
 - f. Any deed restrictions, protective covenants, and other legal instruments or devices to be used to control the use, development and maintenance of the land, and the improvements thereon.
 - g. One (1) copy of current tax map(s) of the subject property and surrounding area.
 - h. Proposed hours of operation and the expected day and night volume of patrons, deliveries and traffic volume (vehicles per day).
 - i. Any plans or other information required to determine full compliance with the zoning regulations.
 - j. \$200.00 application fee. Checks payable to Ravenna Township Zoning.

2. Required Plans with the Application

All plans required in this Section shall be prepared by a professional engineer, architect, or surveyor, as applicable and shall have their respective seal on the plans.

- a. Six (6) copies of architectural plans for the development or modifications to existing structures, showing the following items:
 1. Exterior elevations.
 2. Building floor plans.
 3. Proposed exterior materials.
- b. Six (6) copies of the site plan which shall be drawn at a scale of not less than 1" = 100 feet for the development showing the following items:
 1. General vicinity maps at a scale of 1" = 1,000 feet or 1" = 2,000 feet and shall show proposed development in relation to existing streets, subdivisions, landmarks and community facilities.
 2. Property boundary lines.
 3. Elevation contours at 2' intervals.
 4. Traffic and circulation plans.
 5. Adjacent streets and roads, widths of right of ways.

6. Parking and loading areas including dimensions, locations and numbers of all parking and loading spaces.
 7. Proposed signage locations, height, dimensions and materials, including signs proposed to be painted on structures.
 8. Surface drainage and storm water retention and/or detention basins.
 9. All existing structures and uses.
 10. Existing wetlands, ponds, streams, springs, lakes, drainage channels and the directional flow of all watercourses.
 11. All areas subject to flooding or storm water overflow.
 12. Wooded areas, areas in agriculture, and any other special natural features other than in Section 402.03.A.3.b.10.
 13. Any proposed fences, screens, walls or other landscaping features and the design and materials to be used.
 14. Open spaces proposed, clearly delineated.
 15. Type and screening details for all waste disposal containers shall be shown.
 16. All existing and proposed public and private sidewalks, driveways, and paths.
3. Six (6) copies of the following plans (when applicable) which shall be drawn at a scale of not less than 1" = 100 feet for the development showing the following items:
- a. Landscaping plan, including parking lot landscaping, in accordance with the requirements of Chapter 11.
 - b. Utilities plan and location of existing utilities and easements.
 - c. Lighting Plan showing the exact dimensions and locations of any proposed illuminated signage or area lighting (e.g. parking lot) along with a description of the appropriate methods (e.g. shielding, luminance) that will be used to eliminate glare and not impair the visibility of neighbors and/or the safe movement of traffic on any street or highway.
 - d. On-site vehicle and pedestrian circulation plan.
 - e. Final Grading Plan, if present elevation of the site is to be altered.
 - f. Storm Water Management and Erosion Control Plans. The applicant shall utilize "Best Management Practices" in the design and management of storm water and erosion/sediment control systems.

Note: Only the property owner's signature is accepted.

APPLICANT: Print Name _____

Signature _____ Date _____