



City of New Carlisle  
Planning Department  
331 S. Church Street  
New Carlisle, Ohio 45344  
937.845.9492  
[planning@newcarlisleohio.gov](mailto:planning@newcarlisleohio.gov)

PLANNING BOARD  
APPLICATION  
CONDITIONAL USE  
FEE: \$225.00

## CONDITIONAL USE APPLICATION INSTRUCTIONS

The Conditional Use Application **must** include the following items:

1. A legal description of the property.
2. A description of the **EXISTING** and **PROPOSED** use of the property.
3. A description of the proposed Conditional Use.
4. A statement of the necessity or desirability of the proposed use to the neighborhood or community;
5. A statement of compatibility of the proposed use to adjacent property and land use to include; the effect of such elements as noise, light, glare, odor, fumes and vibration on adjoining property;
6. Such other information regarding the property, proposed use, or surrounding area may be pertinent to the application or required for appropriate action by the Planning Board.

The application shall be accompanied by **two (2) copies of a plot plan**, drawn to appropriate scale, clearly showing the following:

1. The boundaries and dimensions of the lot;
2. The size, height, and location of existing and proposed structures;
3. The proposed use of all parts of the lot and structures, and all applicable information regarding parking and loading areas, traffic access and circulation, open space, landscaping, utilities, signs, lighting, yards, and any other information the Planning Board may require to determine if the proposed Conditional Use meets the intent and requirements of the Zoning Code of the City of New Carlisle.
4. The use of land and location of structures on adjacent property;
5. \$225.00 Application Fee
6. A list of all owners (including addresses) of land within (500) feet shall be submitted either as a part of the map or as a supplement thereto. The address of owners of land shall be that appearing on the current County Auditor's tax list or County Treasurer's mailing list (**Check with Planning Department as they may have the address list due to notification mailings**).

### **PERIOD OF VALIDITY**

A Conditional Use granted by the Planning Board shall automatically expire at the end of six (6) months from the date on which the Planning Board grants the Conditional Use unless the use has begun/and or a building permit is obtained and the erection or alteration of a structure is started.



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*The undersigned requests a Conditional Use Permit for the use specified below. Should this application be approved, it is understood that it shall only authorize that particular use described in this application and any conditions or safeguards required by the Planning Board and/or City Council*

**PLEASE READ THE REQUIREMENTS AND INSTRUCTIONS BEFORE STARTING THIS APPLICATION**

**1. Applicant Information**

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Additional Number: \_\_\_\_\_

**2. Location Description**

Address of Property: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Property Owner Phone: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Existing Use (i.e., residential, commercial, etc.): \_\_\_\_\_

Zoning District (If not known, leave blank): \_\_\_\_\_

**3. A description of the existing and proposed use of the property: \_\_\_\_\_**

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**4. Conditional Use description (Nature of your business): \_\_\_\_\_**

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5. A statement of the necessity or desirability of the proposed use to the neighborhood or community: \_\_\_\_\_

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6. A statement of compatibility of the proposed use to adjacent properties and land uses to include the effects of such elements as noise, light, glare, odor, fumes, and vibration on adjoining properties: \_\_\_\_\_

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7. Such other information regarding the property, proposed use, or surrounding area that may be pertinent to the application or required for appropriate action by the Planning Board: \_\_\_\_\_

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**Application Checklist for Applicant**

\$225 Fee  Legal Description  Plot Plan (2) – See Instructions

I certify that the information and statements contained in this application and its supplements are true and correct. I also understand that this permit shall automatically expire at the end of six (6) months from the date on which the Planning Board of the City of New Carlisle grants the conditional use unless the use is begun and/or a building permit is obtained and the erection or alteration of a structure is started.

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Signature of Building Owner

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

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Signature of Applicant

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date