



III. PLEASE SUBMIT THE FOLLOWING: *Please submit all plans in small-scaled (11x17 or legal) format.*

<input type="checkbox"/>	<b>ONE (1) ORIGINAL SIGNED AND NOTARIZED APPLICATION ONE DIGITAL COPY.</b>
<input type="checkbox"/>	<b>LEGAL DESCRIPTION OF THE PROPERTY.</b>
<input type="checkbox"/>	<b>TAX PARCEL ID MAP</b> indicating surrounding property owners and parcel numbers for parcels within <b>150 feet</b> of the site. These must be acquired from the Trumbull County Auditor's Office.
<input type="checkbox"/>	<b>SCALED SITE/STAKING PLAN, SHOWING:</b> <ul style="list-style-type: none"><li>a. North arrow and bar scale.</li><li>b. Location, size and dimensions of all existing and proposed conditions and structures (significant natural features, landscaping, structures, additions, decks, access ways, parking).</li><li>c. Property lines and dimensions of the lot.</li><li>d. Size of the site in acres/square feet.</li><li>e. All setbacks, street centerlines, rights-of-way, easements, and other information related to the site.</li><li>f. Location, number, length, width and surface of all existing and proposed parking spaces (if applicable).</li></ul>
<input type="checkbox"/>	<b>SCALED, ARCHITECTURAL ELEVATIONS (IF APPLICABLE)</b> with proposed materials noted.
<input type="checkbox"/>	<b>FILING AND PUBLIC NOTIFICATION FEE.</b> See Howland Township fee schedule for listing. The applicant shall also be responsible for Public Notification costs incurred by the Township.

IV. **GENERAL STANDARDS FOR CONDITIONAL USES:** *For the Board to fully consider all aspects of a request for a conditional use, the applicant should be able to demonstrate, in writing, that the proposed use in the proposed location...*

A.	Will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that the use will not change the essential character of the same area.
B.	Will not be hazardous or disturbing to existing or future neighborhood uses.
C.	Will not be detrimental to property in the immediate vicinity or to the community as a whole.
D.	Will be serviced adequately by essential public facilities and services such as highways, roads, police and fire protection, drainage structures, and refuse disposal; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service.
E.	Will be in compliance with state, county and township regulations, including applicable health, building, and electrical codes and subdivision regulations.
F.	Will, with regard to traffic impacts and vehicular facilities, comply with the following: <ul style="list-style-type: none"><li>1. Vehicular approaches to the property shall be designed and constructed in a manner which prevents undue interference with traffic on surrounding public roads.</li><li>2. Traffic generated by the proposed use shall not differ in nature or volume from traffic generated by other uses permitted in the district or which cannot be reasonably served by the existing public roads. Where the proposed use generates traffic that differs in nature or volume from other uses permitted in the district, or where conditions of access to the lot on which the use is proposed create undue interference with traffic or an undue hazard, or where other characteristics of the traffic generated or the access conditions necessitate, the applicant shall provide for the improvements necessary to mitigate the traffic impacts.</li><li>3. The use and site shall be in compliance with any provision of this resolution which establishes minimum requirements for vehicular access for a specific conditional use, except when the board of zoning appeals determines, based on recommendations by a qualified traffic engineer, that other vehicular access arrangements are more appropriate to ensure public health and safety and the functioning of roads affected by the proposed use.</li></ul>
G.	Will not employ loudspeakers which cause a hazard or annoyance.
H.	Will not employ lighting which constitutes a nuisance or impairs safe movement of traffic on any road or highway or shines directly on adjacent properties.

V. **CONTIGUOUS PROPERTY OWNERS: Please attach additional sheets, if necessary.**

The *Ohio Revised Code* requires notification to surrounding property owners of pending applications under public review. Please list neighboring property owners within **150 feet** of the perimeter of the property. Information must be in accordance with the Trumbull County Auditor's current tax list. The Trumbull County Auditor can be reached via phone at (330) 675-2420. Electronic lists are encouraged.

PROPERTY OWNER (not Mortgage Company or Tax Service)	MAILING ADDRESS	CITY, STATE, ZIP CODE

VI. **PROPERTY OWNER: This section MUST be completed.**

Current Property Owner:	
Mailing Address (Street, City, State, Zip Code):	
Phone Number:	Fax Number:
E-mail or Alternate Contact Information:	

VII. **REPRESENTATIVE(S) OF OWNER: Please complete, if applicable. Attach sheets for additional representatives.**

Representative (Tenant, Contractor, Architect, etc.):	
Mailing Address (Street, City, State, Zip Code):	
Phone Number:	Fax Number:
E-mail or Alternate Contact Information:	

VIII. **AUTHORIZATION TO VISIT PROPERTY:** Site visits to the property by Township representatives are essential to process this application. The Owner, as notarized below, hereby authorizes Township representatives to visit, photograph, and post a notice on the property described in this application.

IX. **AUTHORIZATION FOR OWNER REPRESENTATIVE: Please complete and notarize, if applicable. Attach sheets for additional representatives.**

I/We, _____, the owner(s), hereby authorize _____ to act as my/our representative in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.	
<b>Signature of Current Property Owner:</b>	<b>Date:</b>

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
State of \_\_\_\_\_ Notary Public  
County of \_\_\_\_\_

X. **APPLICANT'S AFFIDAVIT: This section MUST be completed and notarized.**

I/We, _____, the owner or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits, and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.	
<b>Signature of Current Property Owner:</b>	<b>Date:</b>

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
State of \_\_\_\_\_ Notary Public  
County of \_\_\_\_\_