



**Butler Township Board of Zoning Appeals**  
8524 North Dixie Drive, Dayton, Ohio 45414  
(937) 898-6735; FAX (937) 898-5308

**CONDITIONAL USE APPLICATION**  
**Fee: \$125.00**

**Case #** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_

**PROPERTY LOCATION:**

\_\_\_\_\_ (Address)

**ZONING DISTRICT:** \_\_\_\_\_ **PARCEL TAX ID:** \_\_\_\_\_

**CURRENT USE:**

\_\_\_\_\_

**PROPOSED USE:**

\_\_\_\_\_

\_\_\_\_\_

**NAME OF APPLICANT(S):**

**Applicant is the:** { } **current owner/landlord** { } **purchaser** { } **tenant** { } **agent**

**APPLICANT'S MAILING ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

**APPLICATION INSTRUCTIONS AND PROCEDURES**

**A proper site plan** (plot plan) is a basic Board of Zoning Appeals (BZA) requirement. This plan must: 1) show boundaries of the zoning lot; 2) differentiate between existing and proposed buildings and uses; and 3) be drawn to scale at a size allowing a thorough examination of all issues to be presented. Whenever practicable, such site plan should be presented on paper no larger than 11" by 17." When a larger format is used, at least **one copy on a sheet not exceeding 11" by 17" will be required.**

**A clear presentation of the scope of proposed operations, both immediate and projected, must be stated** in order that the BZA might fully examine all the circumstances justifying support of a conditional use. Applicant(s) must meet and/or address **all** the factors listed below, and such additional conditions for specific uses as might be listed in Article 4 of the butler Township Zoning Code.

- A. Ten (10) copies of a development plan, drawn to scale, shall be submitted with all conditional use applications. Such development plan shall include all structures, paving, utility connections, easements and other elements pertaining to site improvements and modifications.
- B. A plan of landscape, drawn to scale, shall be submitted with all conditional use applications. Such landscape plan shall include quantities, sizes, and varieties of landscaping.
- C. The conditional use application shall state the name of the person(s) or corporations owning, leasing and managing both the zoning lot and the proposed conditional use.

- D. A written statement shall be provided detailing all aspects of proposed business activities, including specific activities to be conducted and hours of operation.
- E. All parking areas and access drives shall be hard surfaced and dust free.
- F. Outdoors artificial lighting shall be subject to approval by the Board of Zoning Appeals.
- G. Service by public facilities and the disposal of liquid and other wastes shall meet the approval of pertinent health and other inspection authorities.
- H. Where relevant, evidence shall be presented and approved by the Township that adequate covenants, deed restrictions, homeowners' association documentation, and the like are in place sufficient to perpetuate maintenance and/or guarantee future improvements.
- I. There shall be no storage, visible from streets or other areas used by or accessed by the public, of discarded materials, trash, or materials in the process of fabrication or disposal.

Any and all additional evidence will be welcomed, and such evidence might include existing and planned building elevations, and photographs or models.

**Attendance at the BZA meeting scheduled to hear this application is required of the applicant(s) or their representative. Failure to appear may result in denial and the necessity to reapply.**

**Also required is a list of all property owners within three-hundred (300) feet of the subject property.** The application, along with supporting site and building plans, and such other documentation as may be attached or as may be introduced at the BZA hearing, will constitute the entire official record regarding this case.

The undersigned attest to having read this application form, having addressed all the issues and requirements referenced herein, and having conferred with the zoning administrator. The undersigned, further, attest to the truth and accuracy of the statements and materials contained in this application and supporting materials, to the extent of personal knowledge about such matters.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Printed Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Printed Name