

# Village of Russells Point

Code Enforcement Department

Conditional and Change of Use Permit Application  
Ordinance 843 section 1157.20

Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Control #: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Owner or Applicants Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Lot #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Cost: \_\_\_\_\_ Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Present Use  
& Zoning \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Use  
& Zoning \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Village of Russells Point

## Conditional and Change of Use Permit Application Ordinance 843 section 1157.20

Owner's name \_\_\_\_\_

Address and P.O. Box  
City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Fax# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

---

Applicants Name  
If different than owner \_\_\_\_\_

Address and P.O. Box  
City, State, & Zip \_\_\_\_\_

Phone # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

# Village of Russells Point

## Conditional and Change of Use Permit Application Ordinance 843 section 1157.20

### **The Following Procedures Are Required**

Submission of Site Plans drawn to scale, showing the exact dimensions and the shape of the lot (s) to be used, survey pins located and marked on property, the exact dimensions and location of all existing buildings and structures on the lot (s), if any. The exact location and dimensions of the proposed building (s), structures (s) and/or alteration (s), location of all; driveways, off street parking spaces, off street loading spaces, all signs (permanent and/or temporary) and size, fences and height, traffic access and circulation, drainage, open spaces, landscaping, refuse and service areas.

A copy of the deed showing the County Recorders stamp or a signed and notarized sales agreement between the owner and the applicant.

The owner or Applicant must provide a written response to the statements listed below, identifying the response by the corresponding number of the statement.

1. Is in fact a conditional or approved change use and appears on the Official Schedule of District Regulations.
2. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Village's Comprehensive Plan and/or the Zoning Ordinance.
3. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
4. Will not be hazardous or disturbing to existing or future neighboring uses.
5. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
6. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
7. Will not involve uses, activities, processes, materials equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke fumes or odors.
8. Will have vehicular approaches to the property, which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares.

# Village of Russells Point

## Conditional and Change of Use Permit Application Ordinance 843 section 1157.20

A Conditional and Change of Use Permit shall automatically expire if for any reason the conditional use shall cease for more than two (2) years or ownership of the property changes.

Appeals from the Board's decisions shall be made as specified in Section 1157.07.

A **Non-Refundable** check payable to the Village of Russells Point For \$ 200.00 is required.

The Zoning/Building Officer and/or the Board of Zoning Appeals may require other information as deemed necessary. No action shall be taken on the Conditional or Change of Use Application until all the above information requested is provided and all applicable fees, charges and required expensed are paid.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
If different than the owner

### Code Enforcement Officer's Conditional and Change of Use Permit Application Check List

- |   |       |
|---|-------|
| 1. All required property information supplied       | Y / N |
| 2. All personal information and signatures supplied | Y / N |
| 3. A copy of the deed or sales agreement            | Y / N |
| 4. All required fees paid                           | Y / N |
| 5. All required questions satisfactorily answered   | Y / N |

Zoning/Building Officer's Signature

\_\_\_\_\_ Date: \_\_\_\_\_