



CITY OF BARBERTON

DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT

URBAN DEVELOPMENT

SPECIAL/CONDITIONAL USE PERMIT APPLICATION

Instructions

Only completed applications will be reviewed by the Department of Planning & Community Development (DPCD). Incomplete applications will be denied. Applicants must submit any required documentation and payment of the application fee by **10:00 A.M.** on the filing date for DPCD staff review. If you have any questions or comments regarding this application, please contact the DPCD at planning@cityofbarberton.com or 330-848-6729.

Application Fee:

\$300.00

Required Documentation

- Photo Copy of Valid Government Identification
- Application Fee (Checks made out to “City of Barberton”)
- Proof of Ownership/Written Authorization from Property Owner/Deed Restrictions (if applicable)
- Detailed Site Plan & Photographs of the Property (see below)
- Copy of Approved Certificate of Zoning Compliance (see below)

Applicant Information

| | |
|----------------------|--|
| Legal Name: | |
| Address: | |
| City/State/Zip Code: | |
| Phone Number: | |
| Email Address: | |

Property Owner Information*

| | |
|----------------------|--|
| Legal Name: | |
| Address: | |
| City/State/Zip Code: | |
| Phone Number: | |
| Email Address: | |

Property Information

| | |
|----------------------|--|
| Address: | |
| City/State/Zip Code: | |
| Parcel Number: | |

| | |
|-----------------|--|
| Current Zoning: | |
| Square Footage: | |

| | | | | | | |
|--|--------------------------|-----------------|--------------------------|-----------------|--------------------------|-----------------|
| Legal Description: Metes and Bounds | <input type="checkbox"/> | Located in Deed | <input type="checkbox"/> | Located in Plat | <input type="checkbox"/> | Other, explain: |
| | | | | | | |

If the Applicant is not the Property Owner, then written authorization from the Property Owner approving the proposed use outlined in this application is required for complete submission.



Proposed Use

Describe in detail the proposed use at the property including, but not limited to the following:

| | |
|--------------------|--|
| Products: | |
| Services Provided: | |
| Equipment: | |

Describe the proposed and existing building description, including square footage (retail, storage, dwelling units):

| | |
|--------------------|--|
| First (Main) Floor | |
| Second Floor | |
| Third Floor | |
| Basement | |

| | | | |
|--|--|---|--|
| Number of Anticipated Visitors per day: | | Number of Expected Deliveries per day: | |
|--|--|---|--|

| | |
|----------------------|--|
| Hours of Operation: | |
| Number of Employees: | |

Describe in detail the improvements you intend to make to the property, addressing interior, structural, landscaping and paving improvements.

Additional Comments: (Size of Building(s), Percentage of lot covered by building(s), Number of dwelling unit(s))



Approval Criteria

On the basis of the review factors cited under in division 1310.03(b)(4), or changes in such factors required as a condition to approval, the proposed use will be compatible with its environs in all of the ways indicated herein.

- **Neighborhood Character**
 - The proposed use will fit harmoniously with the character of existing Permitted Uses in its environs. Any adverse effects on environmental quality, property values, or neighborhood character beyond those normally associated with Permitted Uses in the district have been minimized.
- **Environmental Nuisance**
 - Any effects of noise, glare, odor, dust, waste disposal, blockage of light or air, or other adverse environmental effects of a type or degree not characteristic of Permitted Uses in the district, have been minimized.
- **Traffic**
 - Any adverse impact of types or volumes of traffic flow not otherwise typical of Permitted Uses in the zoning district has been minimized.
- **Use of Public Services and Facilities**
 - The proposed use will not require existing community facilities or services to a degree disproportionate to that normally expected of Permitted Uses in the district, nor generate disproportionate demand for new services or facilities, in such a way as to place undue burdens upon existing development in the area.
- **Statutory Public Functions**
 - Disapproval or conditional approval of a Conditional Use requested by a public body will not generally prevent such body from discharging its statutory functions but will only place reasonable restrictions on how and where those functions may be performed.
- **Other Factors**
 - The use is in harmony with any other elements of compatibility pertinent to the Conditional Use in its proposed location.

Describe how your business will impact each of the below listed items. The Applicant must provide factual evidence.

| | |
|---------------------------------------|--|
| Neighborhood Character | |
| Environmental Nuisance | |
| Traffic | |
| Use of Public Services and Facilities | |
| Statutory Functions | |
| Other Factors | |



Proof of Ownership

The Applicant must submit a copy of the deed, option to buy agreement, lease, lease purchase agreement, or a letter from the property owner authorizing the Applicant to apply for the permit.

Deed Restrictions

The Applicant must provide a copy of applicable Deed Restrictions, Covenants, Easements, or Open Space Requirements.

Detailed Site Plan

An 11” x 17” Detailed Site Plan that must include the following:

- Size of lot and dimensions drawn to 1”: 20’ scale
- Location and size of all buildings, indicating setbacks of buildings
- Size of parking areas showing parking spaces and setbacks (must incorporate Section 1210 Parking, Loading, & Vehicular Areas of the Barberton Development Code)
- Parking area showing the number of spaces, size, bumper guards, curbs, curb cuts, traffic circulation patterns, sidewalks, fences, shrubs, ground cover, hedges, and lighting
- Indicate existing and proposed landscape features (must incorporate Section 1220 – Landscaping & Screening of the Barberton Development Code)
- Type of hard surface
- Drainage features

Photographs of the Property

The Applicant must submit photographs showing the property from the north, south, west, and east direction.

Approved Certificate of Zoning Compliance

The Applicant must provide a copy of the approved or conditionally approved Certificate of Zoning Compliance letter.

Certification

I hereby certify that all statements made in this application are true and complete and that I have a legal right or possess a written power of attorney on the above premise.

Applicant Signature

Date

Applicant Name

FOR OFFICE USE ONLY:

Date Submitted:

Application Status:

Required Documentation:

Notes: