

FEE: \$350.00 + certificate of mailing fees

**PLAIN TOWNSHIP ZONING BOARD OF APPEALS
INSTRUCTIONS FOR FILING CONDITIONAL USE PERMIT**

In order to process your application as soon as possible after filing, the following requirements are detailed for your convenience:

- A. **This application must be submitted by the first (1st) business day of the month.**
- B. **You must submit nine (9) copies and one (1) original of the entire application, including denial letter, any drawings, maps and the notary page.**
- C. Description, location, use of land and request or reason for requesting conditional use must be clearly described in detail and in a legible manner on the application. (see page 3)
- D. The questionnaire page must be completed. (see page 4)
- E. **Ten (10) copies of the map of the area involved must be submitted with the application.** The parcel affected must be marked on the tax map with diagonal lines. (Maps and names may be obtained at the Stark County Auditor's Map Office located in the Stark County Office Building, 110 Central Plaza South, Suite 210, Canton, Ohio 44702). The owners name and tax mailing addresses of adjacent properties, including across the street must be listed on the application in the space provided. **Both** addresses **must** be included. (see page 5)
- F. Application must be **filled out completely**, typed or **legibly handwritten** and **notarized**. If the person filing the application is not the owner of the property, an affidavit of ownership must be signed and notarized along with a written letter from the owner giving the applicant permission to apply for the Conditional Use. (see page 6)
- G. If the applicant is a business and not an individual, please attach a letter on the business' letterhead stating the applicant's full business name, identifying the person signing for the applicant by name and title, and stating that said person is authorized to sign for the applicant.

If the owner is a business and not an individual, please attach a letter on the business' letterhead stating the owner's full business name, identifying the person signing for the owner by name and title, and stating that said person is authorized to sign for the owner.
- H. A **\$350.00 filing fee plus certificate of mailing fees as indicated on the letter of denial** shall accompany this application. Checks are to be made payable to the Plain Township Board of Trustees. (Please note that the filing fee does **not** include any permit fees associated with required permits if the Board grants approval of your conditional use.)
- I. After filing the application, you will be notified by certified mail of the date, time and place of the hearing. **Your presence at the hearing is mandatory.**

**APPLICATION FOR
CONDITIONAL USE PERMIT**

Application No. _____

Filed _____

**BOARD OF ZONING APPEALS
PLAIN TOWNSHIP
2600 EASTON STREET NE
CANTON, OHIO 44721
330-492-4686**

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 Board.

Applicant _____ Phone _____

Mailing Address _____

Owner of premises affected _____ Phone _____

Mailing Address of Owner _____

Address of Property Affected _____

Subdivision Name _____ Lot No. _____
(If not in a platted subdivision, attach a legal description)

Zoning District _____ Map Section _____

Existing Use _____

Conditional Use Requested _____

QUESTIONNAIRE PAGE

1. Has any previous Conditional Use application been filed with the Board on these premises?
Yes _____ No _____
If yes, when? _____

2. How long has present owner held title to the property? _____

3. Is there a school, church or hospital in the same street-block or within 200 feet of the premises in question? Yes _____ No _____

4. Has court summons been served relative to this matter? Yes _____ No _____

5. Is there any case pending in court involving the use of the premises or the ownership thereof?
Yes _____ No _____ If yes, explain _____

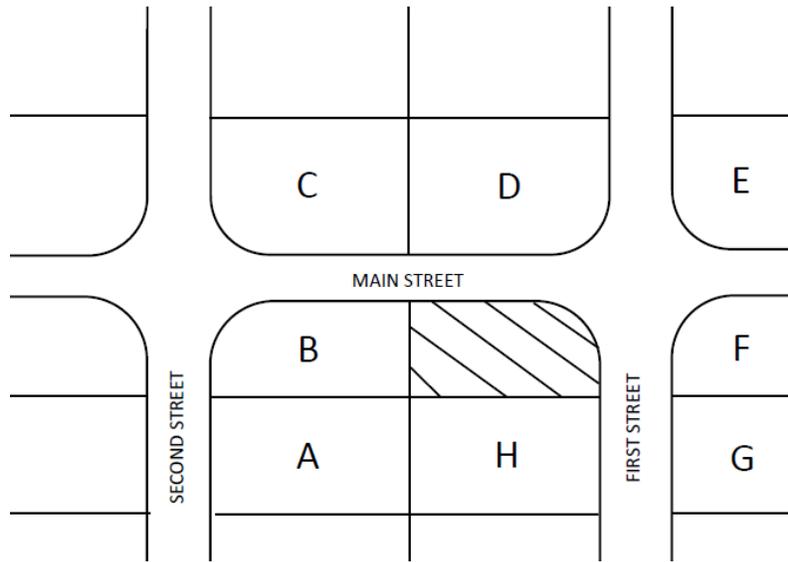
6. Are there any restrictions of record by deed or otherwise which would prevent the proposed use of the premises?
Yes _____ No _____ If so, what are they? _____

9. Are you to be represented by an attorney in this matter? Yes _____ No _____
If yes, give name and address. _____

10. What is the approximate cost of the work involved by this application? _____

ADJACENT PROPERTY OWNER PAGE

Example:



Note: This sketch may not reflect the exact configuration of your property or adjacent properties. It is intended to serve only as a guide to help determine which properties may be adjacent to yours for notification purposes. Do not use this sketch for your map that is required as a part of this application.

Please list all the individuals, firms or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the premises which are the subject of this appeal. Add additional sheet if necessary.

Name

Address and Tax Mailing address if different

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____
- J. _____
- K. _____
- L. _____
- M. _____

NOTARY PAGE

I hereby depose and say that all of the statements contained in the papers submitted herewith are true.

Applicant's Printed Name - Title

Applicant's Signature

Sworn to before me this _____ day of _____ 20_____, by me said Applicant _____.

Notary Public

**AFFIDAVIT OF OWNERSHIP
(To be complete if applicant is not owner)**

_____ being duly sworn, deposes and says he/she resides at
(Owner's Name)

_____ in the County of _____, in the State
(address)

of _____, that he/she is the owner of the affected property located in the Township of Plain, Stark County, Ohio and known as _____ and that
(address or parcel)

he/she hereby authorizes _____ to make the annexed application in his/her
(Applicant's Name)

behalf and that the statements of fact contained in said application are true.

Owner's Printed Name - Title

Owner's Signature

Sworn to before me this _____ day of _____ 20_____, by me said Owner _____.

Notary Public