

Date: _____

Applicant:

Name:	
Address:	
Phone:	Email:

Property Information:

Street Address:	
Tax Map:	Tax Parcel:
Current Zoning:	

Conditional Use Description:

<i>Describe the EXISTING USE of the site, including total building area per building on site:</i>
<i>Describe the PROPOSED USE of the site, including total building area per building on site:</i>

Conditional Use Description: (cont.)

On-Site Parking Spaces:			
Existing:		Proposed:	
<u>Residential:</u>			
Total Number of Dwelling Units:		Total gross floor area:	
Number of 1 BR:	Number of 2 BR:	Number of 3 BR:	Number of 4+ BR:
<u>Non-Residential:</u>			
Location within Building:		Total Gross Floor Area Occupied:	
Projected days and hours of business operation:			
Projected number of clients per day:			
Projected number of employees present during busiest shift:			
<i>This application may be supplemented by submitting additional information deemed helpful by the applicant to explain the nature of the proposed conditional use; likewise, the Planning Commission may require additional information.</i>			

Physical Change Information:

For conditional use applications providing for physical change including, but not limited to, construction, reconstruction or alteration, and/or site modification or improvements, the following information must be attached.

- ✓ **Vicinity Map:** Vicinity map showing all adjacent properties and nearby streets within a 300-foot radius around the project site, drawn or illustrated at an appropriate scale.
- ✓ **Site Plan:** A site plan drawn to scale at a minimum 1" = 50' and a maximum of 1" = 10' and include the following:
 - The actual dimensions, size, square footage and shape of the lot to be built upon as shown on an actual survey by a licensed land surveyor or registered design professional licensed by the State of West Virginia and as authorized by West Virginia State Law.
 - The exact sizes and locations of any existing structures on the lot, if any.
 - The location(s), square footage(s) and dimensions of all proposed principal, accessory and/or temporary structure(s) and/or alterations.
 - The location of the lot with respect to adjacent rights-of-way.
 - Parking Plan. The location and dimensions of off-street parking and means of ingress and egress for such space.
 - Required and proposed setbacks.
 - Buffer yard location and landscaping and screening plan, if applicable. Landscaping Plan should be a separate drawing based on the site plan.
 - Location of garbage collection area and screening.
 - Location of existing and/or proposed signage, if applicable
 - Roadway typical detail for internal roadways, if applicable
- ✓ **Building Elevations:** All preliminary building elevations shall be drawn at a scale of 1/8" = 1'0" or larger and identify:
 - Height of all principal buildings and/or accessory structures.
 - All exterior materials and colors to be used including roofing, cladding and windows.
 - Show any improvements made to the property that have been approved but not yet constructed and label as such.
 - Photographic or similar representation showing the building height in relationship to surrounding buildings.

- ✓ **Floor Plans:** All preliminary floor plans shall be drawn to a scale of 1/8" = 1'0" or larger and identify:
 - Both existing and proposed floor layouts with square footage indicated.
 - Label the use of all rooms on the plans, with the dimensions of the rooms and the overall dimensions of the building.
 - Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
 - Photographic or similar representation showing the practice of the use, to include but not limited to, seating arrangements, appliance arrangements, appliance/equipment layout, time-series analysis, etc.
- ✓ **Traffic Impact Study:** Additional studies and documentation must be submitted if deemed necessary by the Board of Zoning Appeals.

Findings of Fact:

The Board of Zoning Appeals may grant the request only if each of the Conditional Use Findings of Fact criteria is determined to be in the positive. Applicants must give their own responses to the criteria statements provided below.

This conditional Use is within the fitting character of the surrounding area and is consistent with the spirit, purpose, and intent of the Zoning Ordinance, because:

<p><u>1. Access points to the property are located as far as possible, in keeping with accepted engineering practice, from road intersections and adequate sight distances are maintained for motorists entering and leaving the property, proposed for the use in that:</u></p>

<p><u>2. On-site and off-site traffic circulation patterns related to the use shall not adversely impact adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site, in that:</u></p>

3. The use will be adequately served by public facilities and services, in that:

4. The use provides adequate off-street parking on the same property as the use, in compliance with standards set forth in Section 5.16 of this code, in that:

5. The use will not substantially injure the value of the adjoining property, in that:

Conditional Use Approval Objectives:

Applicants are encouraged to attach a supplemental narrative addressing the following evaluation objectives and/or be prepared to address these objectives during the Board of Zoning Appeals hearing.

- ✓ The use will be consistent with the vision and goals set forth in the Town comprehensive plan.
- ✓ The use is physically and operationally compatible with the surrounding neighborhood and surrounding existing uses. Conditions may be imposed on a proposed conditional use to ensure that potential significant adverse impacts on surrounding existing uses will be reduced to the maximum extent feasible, including, but not limited to conditions or measures addressing:
 - Location of the site of activities that generate potential adverse impacts such as noise and glare,
 - Hours of operation and deliveries,
 - Location of loading and delivery zones,

- Light intensity and hours of full illumination,
 - Placement and illumination of outdoor vending machines,
 - Loitering,
 - Litter control
 - Placement of trash receptacles,
 - On-site parking configuration and facilities,
 - On-site circulation,
 - Privacy concerns of adjacent uses.
- ✓ The use will not substantially injure the value of the adjoining property.
 - ✓ The location and character of the use, if developed according to the plans and information approved, will be in harmony with the character and appearance of the surrounding neighborhood.
 - ✓ Operations in connection with the use shall not be offensive, dangerous and destructive of the environment.

Attest:

I hereby certify that I am the owner of the named property, or that this application is authorized by the owner and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of an and all related approvals. The undersigned has the power to authorize and does hereby authorize Town of Granville representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.

You or a representative MUST attend the scheduled hearing to present this request and answer questions. Failure to appear at the hearing will result in your variance petition being tabled and potential delay of you project.

Printed Name of Applicant/Agent

Signature of Applicant/Agent

Date

OFFICE USE ONLY:

Zoning Administrator Notes:

Signature of person reviewing: _____ **Date**

Conditional Use Application Fee:	150.00
Other:	

Application Received and Processed By: _____

Total Fee

Date: _____

Fees Paid: Yes No

Submitted to Planning Commission: _____

Application: Approved Denied

Submitted to Board of Zoning Appeals: _____

Application: Approved Denied

Approval/Denial Notes: _____

