



## Application for Conditional Use

City of Fairfield Development Services Department  
5350 Pleasant Ave  
Fairfield, Ohio 45014  
(513) 867-5345  
[www.fairfield-city.org](http://www.fairfield-city.org)

### For Staff Use Only

Project ID:

Date Application  
Submitted:

PC Meeting Date:

### Conditional Use Submission Requirements

In certain zoning districts, uses are permitted subject to the granting of a Conditional Use by the Planning Commission. Due to their unique characteristics, Conditional Uses require special consideration so they may be located properly with respect to their effects on surrounding properties and uses. The Planning Commission analyzes land use, parking, noise, and other factors for Conditional Uses and ensures potential negative impacts on surrounding properties and uses are addressed by imposing reasonable conditions of approval. These conditions of approval aim to balance the request of the applicant with the public, health, safety, and welfare of the surrounding properties and uses.

1. Prior to the submission of an application for a Conditional Use, please refer to Chapter 1170.05 of the Planning and Zoning Code for procedural requirements. Some Conditional Uses may be subject to use-specific standards in addition to the general review criteria for all Conditional Uses. Such use-specific criteria will be identified in Chapter 1131.0 of the Planning and Zoning Code.
2. Incomplete or incorrect applications will not be accepted.
3. One (1) hard copy of a site plan, drawn to scale, must be submitted, showing the shape and dimensions of the lot, existing and proposed buildings, existing streets, existing and intended use of each building and/or proposed building, parking areas, walkways, curb cuts, and such other information with regard to the lot and adjacent lots as may be necessary to determine and provide for the proper hearing of the application.
4. One (1) hard copy of the floor plan, drawn to scale, must be submitted, showing how the building space is proposed to be used.
5. Building elevations, landscape plan, and other information deemed necessary by the Development Services Director, must be submitted.
6. An electronic copy of the submission must be emailed to [development@fairfield-city.org](mailto:development@fairfield-city.org).
7. Filing fee of \$250 is due at the time the application is submitted.
8. Planning Commission meets on the second and fourth Wednesday of each month. The full application, including the filing fee, must be submitted at least two weeks prior to the meeting.
9. All surrounding property owners will be notified by the City of Fairfield.

### Site Information

Date:

Address of the property of Conditional Use request:

Name of Business:	
Zoning District:	Total Acreage:
Description of Requested Use:	
Waiver Request of Any Use Specific Standards (include Chapter number):	
Explanation of Waiver Request:	
<b>Applicant Information</b>	
Applicant Name:	
Company:	

Street Address:

Email Address:

Phone Number:

### Property Owner Information

Property Owner Name (if different from applicant):

Street Address:

Email Address:

Phone Number:

### Signatures

The undersigned applicant certifies that all materials submitted with this application are true and correct.

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 Planning Commission.

The applicant hereby acknowledges that if this application is granted and this use is approved, the undersigned does here by covenant and agree to comply with all provisions and ordinances of the City of Fairfield, Ohio pertaining to same and to erect and/or modify the structure according to plans and specifications, as approved by the Building Division.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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The property owner (if different from the applicant) acknowledges by signature below that they are aware of this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date