



City of Worthington

CONDITIONAL USE PERMIT APPLICATION

Case #	CU
Date Received	
Fee	\$25.00
Meeting Date	
Filing Deadline	

1. Property Location _____
2. Zoning District _____
3. Applicant _____
Address _____
Home Phone _____ Work Phone _____
Email _____
4. Property Owner _____
Address _____
Home Phone _____ Work Phone _____
Email _____
5. Business Name _____
6. Type of Business/ Conditional Use _____

PLEASE READ THE FOLLOWING STATEMENT AND SIGN:

The information contained in this application and in all attachments is true and correct to the best of my knowledge. I further acknowledge that I have familiarized myself with all applicable sections of the Worthington Codified Ordinances and will comply with all applicable regulations.

Applicant (Signature)

Date

Property Owner (Signature)

Date

INSTRUCTIONS FOR FILING

- ◆ Please fill in information as completely as possible. Include all zip codes, phone numbers, the project description and project details. The owner of the lot on which the structure is or will be located must sign on the Property Owner signature line.
- ◆ Only one copy of the application and supporting materials needs to be filed. However, if any drawings are larger than 11"x17", 11 copies of the drawings must be submitted.

Please complete the following items on separate paper:

1. Write a **Supporting Statement** describing the request and addressing the basic standards and review elements:
 - A. Effect on traffic pattern
 - B. Effect on public facilities
 - C. Effect on sewerage and drainage facilities
 - D. Utilities required
 - E. Safety and health considerations
 - F. Noise, odors and other noxious elements, including hazardous substances and other environmental hazards
 - G. Hours of use
 - H. Shielding or screening considerations for neighbors
 - I. Appearance and compatibility with the general neighborhood
2. Include a **Site Plan** drawn to scale. The site plan must show all lot lines with dimensions and building footprints (including sheds, garages and additions) with the size, shape, orientation and dimensions clearly depicted.
 - Site plans for new structures and additions must show the dimensions of all structures on the lot and distances from lot lines.
 - Site plans for fences must show the fence location on the lot and distances from lot lines.
 - Site plans for signs must show where all freestanding signs are located and distances from lot lines.
3. **Elevations** must be included for construction of a building, building addition, fence, shed, garage, sign or any change to a structure such as roof, shutters, doors and windows. An elevation is a scaled drawing showing all sides, features and dimensions of a structure. Sign elevations must also include size of lettering and logos and all other dimensions of the sign(s).
4. **Lighting Cuts** are required for any non-residential project that contains exterior lighting and must show all lights proposed. Wall mounted lights must be shown on elevations and freestanding lights must be shown on the site plan. Cuts of all lighting fixtures must be submitted. A photometric plan must be submitted for site lighting. All external and internal sign illumination must be detailed.
5. A **Floor Plan** and/or **Landscape Plan** may be required if determined by staff to be a necessary part of your request.

Submit to: City of Worthington, 374 Highland Ave., Worthington, OH 43085. Please contact Lynda Bitar at 614-431-2424, or lbitar@ci.worthington.oh.us with any questions.