

**City of Montgomery
10101 Montgomery Road
Montgomery, Ohio 45242**

**General Requirements for Commercial & Institutional Property Development
(Projects involving demolition and reconstruction, significant new construction on a developed site, or a new development on an undeveloped site)**

1. Pre Application Meeting:

The applicant is to meet with Community Development Director or Staff to discuss the application process before submitting the application packet. Staff recommendations to the Planning Commission or BZA will be contained in Staff report.

2. Submission/ Closing Date:

The applicant must submit any necessary information before or on the submission date to assure placement on the agenda, this is done to give Staff adequate time for review and legal advertisement. Submission dates can be found on our website or at the office of Community Development.

3. Application Fee:

An application fee must be submitted on the date of submission, this is a non-refundable payment that can be made out to the City of Montgomery. Fees vary depending on application.

4. Adjacent Property Owners Form:

Each applicant must complete and submit the Adjacent Property Owners form provided containing names, tax mailing addresses and parcel numbers of all parcels within three hundred feet to the subject property site.

5. Application Cover Page:

Description of application and request.

6. Exhibits

* Applicants must have application complete to secure placement on the agenda. Please call the Community Development Department with any questions or concerns. *

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Development Department
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**Application for Final Development Plan or Conditional Use Approval
Office/ Commercial/ Institutional Uses**

NAME OF APPLICANT _____

ADDRESS _____

PHONE NO. _____ FAX NO. _____

CITY/STATE/ZIP _____

PROPERTY ADDRESS _____

FOR EACH PARCEL WITHIN THE SUBJECT PROPERTY PLEASE PROVIDE:

PROPERTY OWNER NAME	PROPERTY OWNER ADDRESS	PARCEL NUMBER

Describe the Request: _____

Contractor: _____

(MY) (OUR) INTEREST IN THE PROPERTY:

OWNER _____ AGENT _____ LESSEE _____ OPTIONEE _____

APPLICANT _____
Signature Address Phone Number

OWNER(S) _____
Signature Address Phone Number

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Application for Conditional Use Permit

1. Description of need for proposed use.

2. Please describe consequences and effects of the proposed use on the surrounding properties and neighborhood at large.

3. Please describe how any negative impacts listed in #2 will be mitigated.

List of Exhibits
Application for Final Site Development Plan Approval
Office/Commercial/Institutional Uses

	<u>Included</u>	<u>Not Applicable</u>
1. Project Narrative: (Brief description of proposed development including new or renovated buildings or structures, parking facilities, site access, exterior lighting and storm water management. Include description of any variances or equivalencies requested.	_____	_____
2. Conditional Use justification (if applicable)	_____	_____
3. Accurate legal description and survey	_____	_____
4. Vicinity map	_____	_____
5. Site plan- existing condition (topography, location of buildings, parking, utilities, natural features	_____	_____
6. Site Plan-proposed improvement plan (buildings, access points, parking)	_____	_____
7. Grading & utilities plan	_____	_____
8. Landscape plan	_____	_____
9. Lighting & Illumination plan/ photometric plan	_____	_____
10. Building elevations	_____	_____
11. Signage plan	_____	_____
12. Summary table usage/ acreage breakdown	_____	_____