



Concord Township, *Lake County, Ohio*

Zoning Information Sheet #10: Conditional Use Permit

What is a conditional use permit?

A Conditional Use Permit is granted by the BZA, and issued by the Zoning Inspector, for the use of land, buildings and other structures that are listed in the Zoning Resolution as a conditional use. These uses may be permitted under certain conditions and stipulations as set forth in the Zoning Resolution.

What is required to be submitted for a Conditional Use Permit?

1. Signed Application (filled out online or at the zoning office)
2. Application Fee - \$300 for residential uses and \$600 for commercial and non-residential uses
3. Legal description for each parcel included
4. Proof of Compliance – nine (9) copies including the following:
 - Any necessary documentation to show proof of compliance with the specific provisions for the proposed conditional use as set forth in Section 13 of the Zoning Resolution.
5. Narrative Statement
 - Description of the existing use and the proposed use.
 - Evaluate the effects of the proposed use on adjoining property owners.
 - The effect of such elements as noise, glare, odor, fumes and vibration on adjoining properties.
 - The proposed use's general compatibility with adjacent and other properties in the district.
 - The relationship of the proposed use to the Comprehensive Plan.
 - Please provide any other further information that would be helpful to the Board of Zoning Appeals in making a decision.
6. Site Plan – nine (9) small (11 x 17) to scale copies showing the following:
 - Boundaries and dimensions of the lot.
 - Size and location of existing and proposed buildings and structures.
 - Proposed use of all parts of the lot including parking and loading areas, traffic access and internal traffic circulation, open spaces, landscaping, refuse and service areas, utilities, and signs.
 - Use of land and locations of structures within 100 feet of the subject property.
 - Any other information that the BZA deems necessary to make a decision on the application.

What is the time frame for the reviewing Conditional Use Permit applications?

- The BZA meets on the second Wednesday of each month to review applications, if any.
- Applicants shall submit all required items in accordance with the deadline schedule, approximately 2.5 weeks prior to the meeting to the Zoning Department.
- The applicant and/or their representative must be in attendance at the public hearing to present the request.

Zoning Department Contact Information

7229 Ravenna Road
Concord Twp., OH 44077
(440) 354-7505 or 354-7506

Office Hours

Monday – Friday: 8:00 am – 4:30 pm



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What are the review criteria for a conditional use permit?

In addition to the specific requirements in Section 13, the BZA shall consider the following standards when reviewing the proposed conditional use:

- Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Township Comprehensive Plan and/or the Zoning Resolution.
- Will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
- Will not be hazardous or disturbing to neighboring uses.
- Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services.
- Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
- Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be hazardous to the general welfare of the community.
- On-site circulation shall be designed to provide for adequate fire and police protection, and safe and efficient pedestrian and vehicular circulation.
- Roadway systems, service areas, parking areas, entrances, exits, and pedestrian walkways within the development are designed to have access to public streets in a manner that minimizes traffic hazards or congestion.
- Will not result in the destruction, loss or damage of a natural, scenic or historic feature.
- Will not be detrimental to or endanger the public health, safety or general welfare.
- Will not be hazardous or disturbing to the existing and future use and enjoyment of property in the immediate vicinity for the uses permitted, nor substantially diminish or impair property values within the neighborhood.
- Will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

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