

CITY OF HILLSBORO PLANNING COMMISSION



CONDITIONAL USE PERMIT

PERMIT NO. _____

ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED
APPLICATION FEE \$40.00

Applicant: _____

Address/City/State/Zip: _____

Email Address: _____

Phone No: _____ Cell Phone No: _____ Email: _____

Property Owner: _____

Address/City/State/Zip: _____

Phone No: _____ Cell Phone No: _____ Email: _____

Architect/Designer for Applicant: _____

Address/City/State/Zip: _____

Phone No: _____ Cell Phone No: _____ Email: _____

Property Address: _____

Lot Number/Subdivision: _____ Parcel No. _____

Existing Use: _____ Proposed Use: _____

Reason for Administrative Review (attach necessary documents): _____

Checklist:

- Legal description of the property
- Vicinity Map and site/plot plan as required
- Description of the existing and proposed use. Please be very detailed regarding the proposed use.
- A narrative statement regarding compatibility of the proposed use with adjoining properties and the overall plans for the City. Include pertinent subject matters as required.
- Provide any other information that may be useful to the Planning Commission or City Staff in the space below or attach additional pages.
- 7 copies** of all drawings, text, any other items, and application
- Provide a PDF copy of all plans, drawings, text, any other items or email to planningcommission@hillsboroohio.net
- Submit the required fee – \$40.00

**APPROVAL SHALL EXPIRE AND MAY BE REVOKED IF CONSTRUCTION DOES NOT
BEGIN WITHIN ONE (1) YEAR FROM THE DATE OF ISSUANCE OF APPROVAL**

I agree to grant the City staff, the Commission, Board or Council considering this application access to the subject property for the purposes of reviewing this application and posting public notice.

Signature of Applicant: _____ Date: _____

Office Use

Received

Office Use

AMT _____

TYPE/DATE _____

RECEIPT NO _____

PAYOR _____

PAYMENT _____