

# Village of Forest Hills- Village Council

## Application for a Conditional Use Permit

A Conditional Use Permit shall be required for all uses identified as a conditional use in any district within the *Village of Forest Hills*.

The completed application and appropriate nonrefundable filing fee shall be submitted prior to the Village Council reviewing the request of conditional use or a permit being issued. The schedule of fees are set forth by the Village Council and identified in the Ordinance as *Fee Schedule in Section 11*. **It is recommended that the applicant obtain a copy of the Village of Forest Hills Zoning Ordinance and become familiar with it before finalizing the plans for a Conditional Use Permit. It is the applicant's responsibility to be fully aware of the zoning regulations.**

The following information must be addressed:

(1) Name of Applicant: \_\_\_\_\_

(2) Name of Property Owner: \_\_\_\_\_

(3) Daytime Telephone Number: \_\_\_\_\_

(4) Applicant Mailing Address: \_\_\_\_\_

(5) Property Location: \_\_\_\_\_

(6) Property Tax Identification Number: \_\_\_\_\_

(7) Name of Applicants Legal Counsel: \_\_\_\_\_

(8) **The following information must be attached to this application:**

- a. A site plan, drawn to a scale of at least one inch to forty feet (1" = 40'), indicating the property lines of the parcel upon which the use is proposed; the identity of neighboring properties; any adjacent streets, designated as public or private; any existing or proposed structures, rights-of-way and property lines; parking areas showing the number and arrangement of parking spaces and driveway entrances; utilities; surface water drainage; and significant natural features, such as wooded areas, streams or ponds. The site plan shall be neatly drawn and indicate a north point, name and address of the person who prepared the plan, date of the original drawing and an accurate record of any later revisions.

Adequate site plan \_\_\_\_\_ yes \_\_\_\_\_ no? *To be determined by zoning administrator.*

- b. A floor plan indicating the dimensions of the building, gross floor space and any other applicable information.

Adequate floor plan \_\_\_\_\_ yes \_\_\_\_\_ no? *To be determined by zoning administrator.*

- c. A complete and detailed description of the proposed use, together with any other pertinent information which the applicant feels would be helpful to the Zoning Board of Adjustment in considering the application.

Adequate description \_\_\_\_\_ yes \_\_\_\_\_ no? *To be determined by zoning administrator.*

- d. A plan showing the size, type and location of all signs.

Adequate site plan \_\_\_\_\_ yes \_\_\_\_\_ no? *To be determined by zoning administrator.*

**Note: Some of these requirements may be waived, such as for changes of use in existing buildings involving no expansions in building or parking areas, etc.**

(9) The 441 Planning Council shall grant and issue the Conditional Use Permit by a majority vote if it finds the following:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
2. The use meets all required conditions and specifications.
3. The use will not substantially injure the value of adjoining or abutting property or, in the alternative, the use is a public necessity.
4. The location and character of the proposed use will be in harmony with the area in which it is to be located and in general conformity with the development of the district and its environs.

**If any one of the above conditions is not met, the Village Council shall deny the application.**

Applicant's signature stating that you have read and understand the requirements for getting a Conditional Use Permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name