



# WILLOUGHBY

City Of Willoughby Building Department  
One Public Square Willoughby, Ohio 44094  
P: (440) 953-4118 (440) 953-4119

## Conditional Use Permit Procedures & Application

Conditional Use Permits are required for certain types of main uses, so classified because of their uncommon or unique characteristics, infrequency of occurrence, large area requirements or for other reasons. Such use shall not be permitted by right.

### Procedures

1. Application for Conditional Use Permit shall be submitted to the Planning Commission. Forms are available in the Building Department and online at [www.cityofwilloughby.com](http://www.cityofwilloughby.com). Applicant must show proof of interest in the property (e.g.-purchase or lease agreement or written permission of owner). Application must be accompanied by the following:

a. **Fee of \$100.00** (Cash or check made payable to City Willoughby/no credit cards)

b. **Drawings and/or plans and/or a statement** as necessary to fully describe in detail all elements of the proposed use. Such data shall describe in detail the proposed use to the extent that the Commission can have no doubt as to the usage of the proposed use, and can determine the effect upon surrounding properties, and further can evaluate the effect of the proposed use upon traffic, fire hazards, public utilities and the public health, safety and welfare.

c. **List of NAME AND FULL MAILING ADDRESS** of the property owners within 300 feet of **ALL boundaries of the property** where the proposed use shall be located. (see instruction sheet). Please list on separate sheet of paper.

(Planning Commission meetings are held on the 2nd and 4th Thursdays of each month at 7:00 p.m. in the Council Chambers at Willoughby City Hall, One Public Square, Willoughby, OH 44094. Deadline for inclusion on the Planning Commission agenda is at least 16 days prior to the Commission meeting. (Holidays may affect these dates. See Commission secretary for dates).

2. A public hearing shall be scheduled by the Planning Commission and notice of said hearing shall be mailed to property owners within **300 feet** of the proposed use and notice of the public hearing shall be published in the newspaper at least 10 days prior to the hearing.

3. The Planning Commission shall make a determination based upon the information available or it may request additional information. If approved, the Commission shall set forth any specific terms, conditions or safeguards that shall be required so that the proposed use will conform with the intent and standards of the district. A Conditional Use Permit shall be issued and it shall be posted and openly displayed on the premises for which the Conditional Use Permit has been issued.

4. Approval of the Conditional Use Permit shall become null and void if not carried out within one year after date of approval. The city may revoke the Permit upon written evidence by any citizen or Official of violation of the Zoning Code and/or written terms and conditions upon which the approval was granted.

## Site

1. **Address** - Address of the property for which the Conditional Use Permit is requested.
2. **Permanent Parcel Number** - The number assigned to the property by the Lake County Auditor's office.
3. **Zoning District** - As identified on the official zoning map of the City of Willoughby. (Staff can assist you).
4. **Occupant Name** - Name(s) of business occupant(s).

## Owner/Applicant

5. **Property Owner** - Person who owns/holds title or lien to said property.
6. **Applicant** - The applicant may be any person authorized by the landowner to request a Conditional Use Permit. Evidence of such authority, such as a purchase or lease agreement or option instrument, may be required.

## Proposed Use and Conditions

7. Describe as clearly as possible the proposed activity or use for which the Conditional Use Permit is requested. Describe any specific conditions which the Planning Commission may consider.

## Documentation

8. Attach additional information (drawings, pictures, or exhibits) which will assist the Planning Commission to make a formal and timely decision.
9. Provide the list (as specified on I(c) under **Procedures**) of property owners (including names and addresses) within 300 feet of premises requesting the Conditional Use Permit (CUP).

## Submittal

10. **Submit \$100.00 filing fee.** (Cash or Check: checks made payable to the City of Willoughby) Credit cards are NOT accepted.
11. **SIGN AND DATE THE BOTTOM OF THE APPLICATION.**

# City Of Willoughby Conditional Use Permit Application

## Site

1. Address \_\_\_\_\_  
2. Parcel No. \_\_\_\_\_ 3. Zone District \_\_\_\_\_  
4. Occupant Name \_\_\_\_\_

## Property Owner

5. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mobile \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Applicant

6. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mobile \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Proposed Use and Conditions

7. \_\_\_\_\_  
\_\_\_\_\_

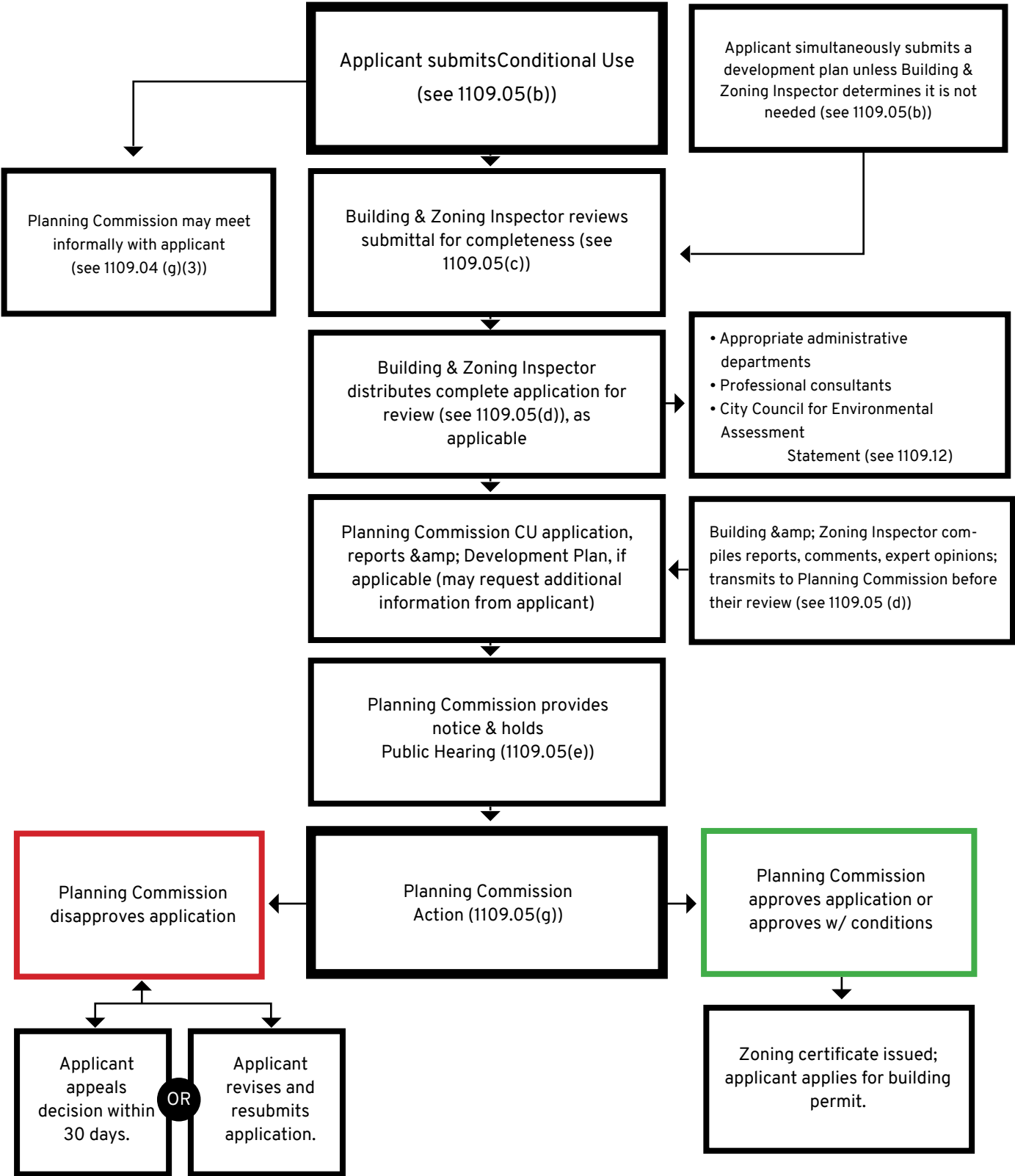
## Documentation

8. Briefly describe exhibits which are part of this application:  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_
9. This application **MUST BE ACCOMPANIED** by a list of surrounding property owners (on a separate piece of paper) within 300 feet of the parcel address. (See item I(c) under Procedures).

## Submittal

10. Filing fee: \$100.00 Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_  
11. Signature \_\_\_\_\_  
Received by \_\_\_\_\_ Date \_\_\_\_\_ Receipt No. \_\_\_\_\_

# City Of Willoughby Flow Chart For Conditional Use Permit Approval



# City Of Willoughby Conditional Use Permit Procedures

## GIS Instructions to find addresses within 200' /300' of property boundary

Go to [www.lakegis.org](http://www.lakegis.org)

Go to LAKENAVIGATOR 3.0 (hover over it and click)

You will see five gray boxes- Click on the one with the envelope all the way to the right. A box pops up that will say **Buffer/Public Notification**. The first box says- **Select or search for a feature in the map**. Type the street number and street only (no extension i.e. Road, Street etc.) in this box. Next, check the box that says **apply a search distance**. It currently says 300'. (If you are in an R-50 district you will need to change this to 200'.) Then click the search icon (next to where you entered to address).

Scroll down with the thin gray bar to the right until you see the **DOWNLOAD** button. Click this button. At the bottom of your screen click open or save (depends on what version your computer program is).

Once you open the document in Excel the names may be squeezed together. You may need to adjust the columns. You will need to highlight all three columns A, B and C and then click the **FORMAT** button at the top right of your screen. This will bring up a drop down box. You can then click on **AutoFit Column Width**. Once you click this button you should see the entire list of names, addresses and cities with zip codes. You may also have to adjust your margins for the list to print properly.

If you need further assistance, please call the Lake County Auditor's Office at **(440)350-2534**.