

ABOUT CONDITIONAL USE PERMITS

All zoning districts allow for a set of permitted uses. In some zoning districts, some “conditional uses” are allowed if they meet certain criteria set forth in the Zoning Resolution. In order for an applicant to be permitted to utilize those conditional uses, an application for a Conditional Use Permit must be submitted and the application must be heard and decided by the Board of Zoning Appeals. This involves notification of all property owners within two hundred fifty (250) feet of the subject property and a hearing in front of the Board of Zoning Appeals.

SUBMITTAL REQUIREMENTS

All applicants are strongly encouraged to meet with staff prior to the submission of an application to ensure that all requirements have been satisfied. Staff reserves the right to postpone any application that is determined to be incomplete.

To file an application for variance, applicants must supply the following information:

- Completed and signed application for zoning change
- Full payment of related fees; refer to the fee schedule below
- One (1) copy of a site plan (drawn to scale) indicating the site, as it exists, and any changes proposed for the site. This will include all information regarding property size and boundaries and the size, location, and use of all existing and proposed structures and land for both the subject property and adjacent property (adjacent property and existing structures and land only). The site plan should show any new construction, easements, access, setback requirements, parking areas, and any other information deemed relevant to the request by the Jefferson Township Zoning Department.
- From the Franklin County Auditor’s Office (373 South High Street, Columbus, Ohio 43215 on the 19th floor)
 - One (1) A-size map showing properties within two hundred fifty (250) feet of subject property.
 - One (1) list of property owners within two hundred fifty (250) feet of subject property, the address of the subject property, and the mailing address of the owners of the subject property.
- One (1) set of mailing labels (typed) including the applicant, property owner, and all other property owners within two hundred fifty (250) feet of subject property (Generated based upon the Auditor’s data above)

EXPIRATION

- A conditional use permit ceases to be valid once the premises used for the conditional use is no longer occupied by the holder of the conditional use permit or upon the conduct of said use is found to be in a manner not approved by the Board of Zoning Appeals.

Board of Zoning Appeals

CONDITIONAL USE APPLICATION INFORMATION



FEES

Variance, Conditional Use and Appeals Application Fees:

Note: All zoning application fees are required at the time the application is submitted.

RESIDENTIAL	New Application	\$500 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
	Modification of Previously Approved Variance or Conditional Use	\$300 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
COMMERCIAL	New Application	\$1,000 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
	Modification of Previously Approved Variance or Conditional Use	\$500 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
SPECIAL HEARING		\$500 Special Hearing Fee (in addition to above fees)