

**APPLICATION FOR CONDITIONAL USE**  
**FLORENCE TOWNSHIP BOARD OF ZONING APPEALS**  
11011 Chapel Street, Wakeman, Ohio 44889  
440.742.0026  
[zoning@florencetwp.com](mailto:zoning@florencetwp.com)

**Fee: \$250**  
Make checks payable to:  
Florence Township Trustees

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

**\*\* Please note ALL parcels MUST be listed. Failure will result in the application not being processed. Additional fees may be assessed to proceed if additional legal ads and notifications (postage) are needed due to incomplete forms.**

Location Address for Permit: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Description of Existing Use: \_\_\_\_\_

Description of Proposed Conditional Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Documentation:** Applicant should review Article 9 of the current zoning resolution to ensure information is complete. The application fee and copies of the following shall be submitted at the time of application:

- 1) Site plan, plot plan, or development plan, drawn to a scale of not less than ¼ inch equals one foot, of the total property involved and also showing the location of all the abutting streets, location of all existing and proposed structures, and the type of buildings and their uses.
- 2) Vehicular and pedestrian movement plan.
- 3) Landscape plans including the provision of any screening or buffering of adjacent uses.
- 4) A legal description and proof of ownership of the property.

Applicant must comply with the requirements of this Application outlined above. The Township Zoning Inspector will review the Application (or any amended Application) to verify that it is accurate and complete within ten (10) days of receipt of the application. Within that time, the Zoning Inspector shall send written notice (Notice of Status) to the Applicant(s) indicating one of the follows: 1) the Application is found to be complete; or 2) The Application has been found to be inaccurate or incomplete. If the Zoning Inspector finds that the application is inaccurate or incomplete, the Notice of Status shall specify the insufficiencies that were found in the Application. The Zoning Inspector’s Notice of Status shall be sent by regular U.S. Postal Service mail to the Applicant at the address listed by the Applicant above. If notice of an inaccurate or incomplete Application has been sent, the Application will not be processed until corrections have been made and the Application is complete. The filing date of the application package shall be the date on which all information submitted is found by the zoning Inspector to meet the requirements described in this Application.

As the Applicant, I do hereby certify that I am the Property Owner, or I am submitting the application on behalf of the Property Owner with their knowledge, understanding, and authorization. Furthermore, I hereby certify that the information and statements provided on this application, drawing and specifications are true and correct to the best of my knowledge and belief. I understand that all information submitted with this application will be assumed by the Florence Township's reviewing authority to be correct and the Applicant shall assume responsibility for any errors and/or inaccuracies resulting in an improper application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTICE TO APPLICANT: THE BURDEN OF PROOF OF THE MERITS OF A CONDITIONAL USE PERMIT APPLICATION RESTS WITH THE APPLICANT. APPLICANT IS ADVISED THAT THE TOWNSHIP BOARD OF ZONING APPEALS SHALL BE APPLYING ARTICLE 9 OF THE FLORENCE TOWNSHIP ZONING RESOLUTION, INCLUDING BUT NOT LIMITED TO SUBSECTIONS 9.2 AND 9.3, WHEN CONSIDERING THE APPLICATION.**

**APPLICATION FOR CONDITIONAL USE  
FLORENCE TOWNSHIP BOARD OF ZONING APPEALS**

**PARTIES OF INTEREST**

Applicant shall list all adjoining property owners on all sides including across the street, plus any property owner within a 500-foot radius of the affected property must be listed below. Incomplete information can hold up the hearing process. NOTE: Names of property owners and tax mailing addresses for parcels of property located in Erie County may be found by a search of the on-line records of the Erie County Auditor.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Parcel # \_\_\_\_\_

**AID TO FINDING ADJOINING PROPERTY OWNERS WITHIN 500-FOOT RADIUS OF AFFECTED PROPERTY USING  
THE ERIE COUNTY AUDITOR ONLINE RECORDS**

Go to Erie County Auditor's website: <https://erie.iviewauditor.com/>

Type in the parcel number of affected property in upper right/ at left click "I accept"

On the left, click on parcel number

Click on Map photo at right

On upper right of Map, type "500" in box/ click Go

You will see list of property owners appear under the Map

On right scroll down to bottom of list/ Click on "features selected"

Click on right "Print these results"

***\*NOTE: If there is more than one parcel listed for the application, please print a list of property owners for all parcels involved.***

You may copy information onto application and/or submit this printed list.