

HOW TO APPLY FOR A SPECIAL USE AUTHORIZATION

1. To have an item placed on the agenda, site plans and application materials may be submitted to piquapermits@piquaoh.gov no later than 5:00 P.M. four weeks prior to the scheduled meeting date. Please include following:
 - Completed application form with the name of person or persons requesting the Special Use, stating their legal interest in the property and names of all interested persons;
 - Site plan of the lot showing proposed use, drawn to accurate scale, showing all pertinent information pertaining to the Special Use Permit (including proposed date construction will be Completed);
 - \$150.00 Application Fee to be paid at time of submittal.

2. Piqua Planning Commission will conduct a public hearing; and take final action at its regularly scheduled meeting, the second Tuesday of each month.

3. All items must be received in the Planning & Zoning office no later than 5:00 P.M. four weeks prior to the scheduled meeting date.

SUBMITTAL REQUIREMENT CHECKLIST

<input type="checkbox"/> Application	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Construction Drawings (If applicable)	<input type="checkbox"/> \$150 Fee (Cash or Check)
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APPLICANT INFORMATION	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
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First Last Name:

Contact Person First Last Name:

Mailing Address:

Phone Number:	Email:
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Type of legal interest held by applicant:

OWNER INFORMATION

First Last Name:

Mailing Address:

Phone Number:	Email:
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LOCATION DETAILS	
Street Address:	Parcel ID Number:
Existing Zoning District:	Existing Use:
Proposed Special Use:	

PROJECT INFORMATION - Attach additional page(s) if necessary.
Briefly describe the reason for the requested special use:

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title

SITE PLAN REQUIREMENTS

Many activities that require a permit require drawings to be submitted by professional architects, engineers, landscape architects, or surveyors, as necessary.

Some activities are minor in nature and will not require professional drawings. The Development Department will provide guidance on submittal requirements. The following provides a minimum standard for site plan submittal for commercial construction applications that are determined by staff to be minor in nature.

- 8 ½" x 11" Site Plan drawn to identifiable engineer or architect scale
- North arrow
- All property lines
- Adjacent streets, alley and sidewalks
- Exact location of all existing buildings, including attached garages, detached garages, decks, sunrooms, pools and sheds.
- All parking areas and driveways. Indicate surface material.
- The proposed structure (including signs) and the distance the structure will be from all property lines and other structures. "Existing" and "Proposed" structures should be marked as such.

