



## Conditional Use Application Submittal Requirements

*No Conditional Use application will be accepted for review by the City of Wooster, per Section 1105.02 of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator*

### **Information entered into a Conditional Use Application on Viewpoint Cloud**

1. The location of the subject property;
2. A description of the proposed Conditional Use application;
3. The total square footage of all existing and proposed uses on the site;
4. For residential applications, the number of total dwelling units proposed;
5. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code; and
6. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

### **A Preliminary or Final Development Plan application to be reviewed concurrently by the Planning Commission. For Conditional Use applications which do not require a Development Plan application, the following information uploaded to Viewpoint Cloud**

7. A separate site plan sheet or sheets, drawn to scale illustrating proposed site conditions including, but not limited to:
  - a) The location and dimensions of the subject property and public rights of way;;
  - b) The location and dimensions of all buildings and trash enclosure areas;
  - c) The location, dimensions and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage or display areas, and outdoor dining areas;
  - d) The distance of all buildings, parking areas (including adjacent drives), and trash collection areas located within 50 ft. of property lines;
  - e) The location of all landscaping and screening;
  - f) The location, height and style of all exterior lighting, fencing and walls;
8. When new buildings, additions or alterations to existing buildings are proposed, a separate plan sheet or sheets, drawn to a legible scale including exterior architectural plans. Plans shall include exterior building elevations of all sides buildings, notation of all exterior materials, and the height and width of buildings;
9. When no new buildings, additions or alterations to existing buildings are proposed, photographs of all sides of the existing buildings; and
10. When the proposed use is located within a building, a floor plan of such building.

### **Additional Information**

11. Any other information necessary for the evaluation of the Conditional Use application as deemed necessary by the Zoning Administrator.