

# LERROY TOWNSHIP

Lake County, Ohio

## CONDITIONAL USE PERMIT PROCEDURE

- 1) Complete application form Z010
- 2) Attach all applicable plans and documents.
- 3) Provide a names and addresses of all owners of all contiguous property.
- 4) FEE: The party applying to the Board of Zoning Appeals shall deposit a non-refundable fee of \$500.00 and the application with the Zoning Inspector.
- 5) Zoning Inspector will assure that the application and documents are complete.
- 6) TIMELINE and PROCEDURE
  - a. The Board of Appeals meets *as required* on the 2<sup>nd</sup> Tuesday of the month.
  - b. Upon receipt of the application the Zoning Inspector will review for completeness, if found acceptable will forward to the Secretary of the Board of Zoning Appeals for scheduling a public hearing.
  - c. Notice shall be given by the Secretary of the Board of Zoning Appeals, to the applicants and owners of all contiguous property.
  - d. Notice of the hearing for all interested parties shall be published in one (1) or more newspapers of general circulation in the County.
  - e. Upon the hearing, any person may appear in person or be represented by an attorney. The manner in which the hearing is conducted shall be in accordance with the rules and procedures adopted by the Board of Zoning Appeals.
7. Review Leroy Township Regulation Section 14. Conditional Use Permit. (See attached )