

FEE: \$200.00 PLUS CERTIFIED NOTIFICATION FEES

**PLAIN TOWNSHIP ZONING BOARD OF APPEALS
INSTRUCTIONS FOR FILING CONDITIONAL USE PERMIT**

In order to process your application as soon as possible after filing, the following requirements are detailed for your convenience:

- A. A Zoning Application along with a “to scale” site plan must be submitted to the Zoning Director by the 23rd of the month to be review, and a denial letter will be issued if necessary.
- B. **An application must be submitted by the first (1st) business day of the month.**
- C. Applications must be **filled out completely**. Application forms must be **typed** or **legibly handwritten** and **notarized**. If the person filing the application is not the owner of the property, an affidavit of ownership must be signed, notarized, and filed with the application. **Ten (10) copies of the application, denial letter, including any drawings or maps, must be submitted with this application when it is completed and returned with payment.**
- D. After filing the application for a Conditional Use Permit with the Board of Appeals, you will be notified by certified mail of the date, time, and place of the hearing. **The presence at the hearing of the applicant and/or his agent is mandatory.**
- E. In the event an application lacks information, or the Board desires more information, the application may be returned to the applicant for additional information or the hearing continued to a later date. Following return of the application to the Board, the time, date, and place of the hearing will be decided by the Board and the applicant will be notified by certified mail.
- F. A **\$200.00 filing fee plus certified notification fees** shall accompany the application for a Conditional Use Permit at the time of filing. Checks are to be made payable to the Plain Township Board of Trustees. (Please note that the filing fee does **not** include any permit fees required for a Conditional Use Permit if approval of your conditional use request is granted.)
- G. Description, location, use of land, and request or reason of Conditional Use Permit must be clearly described in detail and in a legible manner on the application.
- H. Ohio State Law requires that hearing notices be sent by certified mail to all adjacent property owners of the affected area, this includes any residents in bordering municipalities. Therefore, **ten (10) copies of the Stark County Tax Map, of the area involved, must be submitted with the application** (obtain at the Stark County Map Office located in the Citizens Bank Building, 110 Central Plaza South, Canton, Ohio 44702). The area appealed must be marked on the tax map with diagonal lines. Adjacent property owners, including across the street, must be submitted with the application by marking A, B, C, etc. as shown on the accompanying diagram. **The names and mailing addresses of adjacent property owners must be listed on the application in the space provided A, B, C, to correspond with letters shown on the tax map and on the application.** Property owner information is obtained at the Auditor's Office in the Citizens Bank Building. Current mailing addresses of the property owners may be obtained at the County Treasurer's Office also in the Citizens Bank Building. Please note, in some instances the property address and the tax mailing address may be different. **Both** addresses **must** be included.