



**CITY OF WESTERVILLE  
PLANNING COMMISSION**

**APPLICATION FOR CONDITIONAL USE PERMIT  
FOR AN ALTERNATIVE ENERGY SYSTEM**

1. ADDRESS OF PROPERTY FOR CONDITIONAL USE \_\_\_\_\_
2. COUNTY AUDITOR'S PARCEL NUMBER \_\_\_\_\_
3. PROPERTY OWNER: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
4. APPLICANT: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
INTEREST IN PROPERTY \_\_\_\_\_
5. CURRENT ZONING DISTRICT OF PROPERTY \_\_\_\_\_
6. CURRENT USE OF PROPERTY \_\_\_\_\_

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS  
ON REVERSE SIDE BEFORE SIGNING. ALL LISTED ITEMS MUST BE PROVIDED FOR THE APPLICATION TO BE  
COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT / DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER / DATE

**(ALL MATERIALS [EXCEPT THE APPLICATION FEE] SHOULD BE SUBMITTED IN A DIGITAL FORMAT. HARD COPIES MAY BE REQUESTED ON A CASE-BY-CASE BASIS.)**

**Additional information required for processing this application includes:**

1. Payment of an application fee per Section 1111.02(b) of the Codified Ordinances and the Fee Schedule adopted by City Council, as follows:
  - o Alternative Energy System - \$100.00
2. A current and accurate legal description of the property in question.
3. A list of names and mailing addresses of all property owners within, contiguous to, and directly across the street(s) from the area or property of the proposed conditional use.
4. A statement of the relation of the proposed conditional use to adjacent land uses in terms of traffic, parking, noise, and other nuisances and general compatibility.
5. A one paragraph summary which highlights the purpose and details of the proposal.
6. The following information: Scaled drawing(s) that include the following information:

For an Alternative Energy System:

- A. A survey showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage.
- B. The site plan shall indicate buildings, service areas, parking, signage, fencing, landscaping, and all required setbacks.
- C. Proposed landscaping shall be shown, as per a landscape plan required by Chapter 1173.

Regular Planning Commission meetings are held on the fourth (4th) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street unless otherwise noted. Applications must be filed no later than 5:00 P.M. at least two days before the previous month's meeting date (approximately 30 days in advance).