



**Village of Shawnee Hills**  
**Application for Commercial Conditional Use**

9484 Dublin Rd., Shawnee, Ohio 43065

(614) 889-2824 Fax (614) 336-1791

Fee: \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_ Date \_\_\_\_\_

Affected Property Address: \_\_\_\_\_

Brief statement of the reason for application \_\_\_\_\_

\_\_\_\_\_

**Incomplete Applications Will Not be Accepted**

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Name of Owner (if other than applicant) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Interest of Applicant (Prospective Buyer, Legal Representative) \_\_\_\_\_

\_\_\_\_\_

**SEE CHECKLIST – MUST BE COMPLETED AND SIGNED AT BOTTOM**

This application and one set of supporting documentation shall be submitted. Once it is determined the application and supporting documents are complete, then five (5) additional full sets will be required before a hearing date with the Board of Zoning Appeals (BZA) will be set. After the BZA Hears the application, the applicant may have to appear before the Architectural Board of Review (ABR) for aesthetic approval. Once approved or denied, the Village will retain one set of plans and the rest will be returned to the applicant with letter of instruction.

Please initial:

\_\_\_\_\_ I agree to pay the Vilalge of Shawnee Hills any additional legal and/or engineering fees that may be required to process this application. I understand these fees and costs would be in addition to the application fee and I will be notified of them.

\_\_\_\_\_ I understand the Village code Enforcement Officer may reject this application if it does not contain all of the required information and if after two reviews the application is still not complete IU will be charged an additional \$150.00 fee.

A fee of \$600.00 shall be collected upon submission of this application. ACU and supporting documentation shall be filed with the Code Enforcement Officer and will be verified for completeness within 7 business days. Incomplete application will be returned to the applicant one time with a letter of explanation. Once the application is verified complete a hearing with the Board of Zoning Appeals will be scheduled. All hearings are scheduled within 60 days of receipt of a completed application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date