

**APPLICATION FOR CONDITIONAL ZONING CERTIFICATE  
HOME OCCUPATION**

City of Orrville, Ohio • 207 North Main Street • Orrville, Ohio 44667 • Phone 330-684-5000

Owner: \_\_\_\_\_

Applicant (if other than owner): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**TO THE PLANNING COMMISSION:**

I hereby request the Planning Commission to consider my application for a Conditional Zoning Certificate for a home occupation as follows:

Premises affected is known as \_\_\_\_\_ (street address), Lot No. \_\_\_\_\_ Zoning District: \_\_\_\_\_

Type of Business: \_\_\_\_\_

# of Persons (including applicant) working on site: \_\_\_\_\_ Anticipated customers/clients per week: \_\_\_\_\_

Anticipated deliveries per week and type of delivery: \_\_\_\_\_

Will there be a vehicle used in connection with the home occupation? \_\_\_\_\_

If yes, describe the size and type of vehicle: \_\_\_\_\_

How many parking spaces are available for this address: \_\_\_\_\_

How many square feet \_\_\_\_ and what percentage of floor area to be occupied by the business (of each floor) % \_\_\_\_\_

If applicable: Sign size \_\_\_\_\_, description \_\_\_\_\_,  
and location \_\_\_\_\_.

NAME AND ADDRESS OF **ALL** ABUTTING PROPERTY OWNERS (beside, behind, and across the street). The names and addresses are to be obtained from the County Treasurer's mailing list of the owners of all abutting property. Attach an additional sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME



\_\_\_\_\_ Applicant

# HOME OCCUPATION INSTRUCTIONS FOR CONDITIONAL ZONING CERTIFICATES

City of Orrville, Ohio • 207 North Main Street • Orrville, Ohio 44667 • Phone 330-684-5000

**APPLICATION PROCEDURE**

1. Consultation with City staff, if needed, regarding any questions or problems the applicant may have regarding their Conditional Zoning Certificate application or in completing the application form.
2. **Fully completed** application submitted to the Planning Commission with the nonrefundable fee of **\$75.00**.
3. The Planning Commission shall hold a public hearing upon every application after at least one publication in a newspaper of general circulation at least ten (10) days prior to the date of the hearing. The Commission meets on the third Thursday of every month and applications must be received at least three (3) weeks prior to that date.
4. Written notice of the hearing shall be mailed by the Safety-Service Department at least seven (7) days prior to the hearing to the owners of property contiguous and directly across the street from such area to the address of such owners appearing on the County Treasurer's mailing list.
5. Contingent upon approval by the Planning Commission, a conditional zoning certificate will be issued to the applicant. Certain conditions may be imposed upon the applicant at the discretion of the Planning Commission. The Planning Commission may require a conditional zoning certificate be issued on a periodic renewal basis with the period of time determined by the Planning Commission.
6. If an application for Conditional Zoning Certificate is denied by the Planning Commission, it can not be resubmitted until the expiration of one year or more from the date of such denial. At the expiration of one year from the date of the original application, each re-application shall be accompanied by the appropriate fee.
7. A statement must be returned with the application giving the names and addresses set forth on the County Treasurer's mailing list of the owners of all properties contiguous to and directly across the street from such area.

The specific conditions for your use are contained in Section 1111.06(B)(1) and (18) of the Orrville Zoning Code as outlined below:

(1) The following conditions apply to all conditional permissible uses:

a) Loudspeakers which cause a hazard or annoyance shall not be permitted; b) No lighting shall constitute a nuisance and shall in no way impair safe movement of traffic on any street or highway; no lighting shall shine directly on adjacent properties. c) One non-illuminated free-standing or wall-mounted sign, not to exceed six square feet in area. d) Parking and loading, subject to Chapter 1109. e) All conditional uses must comply with the district requirements within which it is located unless specifically exempt by this ordinance. f) All quasi-public uses such as, but not limited to, churches, schools, and other similar places or worship or instruction to be located in a residential district shall have a minimum lot requirement of eighty thousand (80,000) square feet. The use shall also comply with all other requirements of the district in which it is located. g) No conditional use will be permitted which is not compatible with adjacent uses.

(18) Such uses shall be secondary in importance to the use of the dwelling for dwelling purposes.

a) Such uses shall be conducted by the occupant with no additional employees. b) Such occupations shall be carried on entirely within the dwelling and not in an accessory building; however, the garage may be used provided that the home occupation does not preclude the storage of the number of vehicles for which the garage was designed. c) The conducting of a home occupation shall not occupy more than 20 percent of the floor area of only one (1) story. d) The proposed use shall not constitute primary or incidental storage facilities for a business, industry or agricultural activity conducted elsewhere. e) No activity, materials, goods or equipment indicative of the proposed use shall be visible from any public way or adjacent property. f) One non-illuminated free-standing or wall-mounted sign, not to exceed six square feet in area. g) The proposed use shall not generate noise, odor, fumes, smoke, or vehicular or pedestrian traffic in an amount which would tend to depreciate or change the residential character of the neighborhood in which the proposed use is located.

**Application and fee of \$75.00 may be submitted to and questions answered by the Planning Commission, c/o Safety-Service Department, 207 N. Main Street, Orrville, OH 44667-1639 (Phone: 330/684-5000). The above portion of the Orrville Zoning Code, or any whole or part thereof, may be reviewed at the Safety-Service Department.**

NAME

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**CITY USE ONLY**

Existing Use is: Permitted/Conditional/Non-Conforming      Proposed Use is: Permitted/Conditional/Non-Conforming

<b>ZONING FEE</b> \$ <u>75.00</u>		Date of publication: _____
Date Paid _____		Date of abutting letters: _____
<b>Certificate</b> # _____		Planning Commission Review: _____
Date Issued _____		Application is approved/denied/other
		Signed: _____

Comments: \_\_\_\_\_