



Community Development Department
Planning Zoning Housing Code Enforcement

Planning Commission Application

Meetings on the second Tuesday of the month at 7:00 p.m.

SW Corner of Winton & Kemper Roads

GPS: 39.288 N, 84.524 W

www.forestpark.org

Property Address _____

Applicant

| | | | | |
|---------------|--------------------------------|---------------------------------|--------------------------------|--------------------------------|
| Name | | | | |
| Address | | | | |
| Phone | | | | |
| E-Mail | | | | |
| Applicant is: | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | <input type="checkbox"/> Agent | <input type="checkbox"/> Other |

Property Owner

(if different from applicant)

| | | | | |
|---------|--|--|--|--|
| Name | | | | |
| Address | | | | |
| Phone | | | | |
| E-Mail | | | | |

Signatures

| | |
|----------------|------|
| _____ | |
| Applicant | Date |
| _____ | |
| Owner—Required | Date |

Application Purpose and Fee

Land Use, Occupancy, and Development

- New Development Plan \$500
- D.P. Substantial Revision \$400
- D.P. Minor Revision \$200
- Site Plan \$200
- Planned Dwelling Group \$200
- Concept Plan \$100
- Variance* (R Districts) \$100
- Variance* (All Other Districts) \$300
- Temporary Use \$200
- Special Exception* \$300

Zoning

- Administrative Appeal \$100
- Zoning Interpretation \$100
- Zone District Change \$750
- Zoning Text Amendment \$750

Signs

- Master Sign Plan \$100
- Comprehensive Sign Plan \$100
- Changeable Message Sign \$100
- Sign Variance* \$300

Subdivisions

- Preliminary Plat \$200
- Improvement Plan \$200
- Record Plat \$100

**Additional instructions on the reverse side*

Please include the following :

- Application Fee, payable to "City of Forest Park"
- Plan Drawings—10 copies
- Cover letter with project description

Applications are due by the fourth Friday of the month

Additional questions, required for variances and special exception applications, are listed on the reverse side.

Additional Informational Requirements for Variance and Special Exception Applications. Please make sure that your written project description includes how you think your applications meets, or will meet, the six requirements listed below (*choose only one category, not both*).

Variations

In order to grant a Variance to any requirement of the Zoning Code, the Planning Commission is required to determine that the application meets the following standards:

1. **Special circumstances or conditions.** That there are special circumstances or conditions peculiar to the land or building and do not apply generally to land or buildings in the neighborhood, and that the strict application of a zoning requirement¹ would deprive the owner of the reasonable use of the land or building.
2. **Minimum variance.** That the granting of the variance is necessary for the reasonable use of the land or building, and is the minimum variance that will accomplish this purpose.
3. **Absence of detriment.** That the granting of the variance will be in harmony with the general purpose and intent of the Zoning Code, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.²
4. **Not of a general nature.** That the condition or situation of the specific piece of property is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation³ for the conditions or situation.
5. **Actions of applicants.** That the special conditions or circumstances do not result from the actions of the applicant.
6. **Adjacent districts.** That no permitted uses of lands, structures, or buildings in other districts on adjacent lands are used as grounds for issuances of such a variance.⁴

Special Exceptions

Special Exceptions are uses which are not considered to be appropriate generally or without restriction throughout the zoning district but which may be permitted if the Planning Commission decides that the application satisfies the following standards:

1. The **public's health, safety, morals, welfare, and interest**, including but not exclusively, such factors as safety and **traffic conditions, surrounding housing or property values**, and the socio-economic impact on people working or living in the area surrounding the proposed development;
2. Whether a nuisance caused by or increased by **noise, litter, or lighting** conditions will be created, and cannot be controlled;
3. Whether the proposed development and attendant special exception would **protect and preserve the character**, attraction, and orderly development of the affected district⁵;
4. That the proposal **not be incompatible with the surrounding area and be an appropriate use** as related thereto so as not to be economically, aesthetically, or environmentally detrimental or injurious to the surrounding area, or its workers or residents;
5. Whether **adequate public facilities and services**, including, but not exclusively, existing or proposed plans for water, storm sewer, and sanitary sewer, will be available or can be created to serve the anticipated needs of the development, and whether the provisions of such public facilities and services is economically feasible or reasonable to the city and its citizens;
6. The **effect of the proposal on vacant land** or other proposed developments in the area so as not to render the use of such vacant land or the completion of such proposed developments unavailable or unlikely.

¹ For example, minimum requirements for setbacks, height, landscaping, parking, and other dimensional standards.

² In addition to considering the character and use of adjoining buildings and those in the vicinity, the Commission will look at traffic conditions, and the number of people living and/or working in the vicinity.

³ In other words, if the hardship is applicable to many others, then the City should amend the regulations rather than process multiple variances.

⁴ Example: the maximum width of a residential front yard that can be used for a driveway is 35%, but commercial parking lots can be paved up to 90% of the width of the lot. A nearby commercial parking lot is not grounds for relaxing the 35% limit for a residential driveway, because it is located in a different zoning district.

⁵ "Affected district" includes the properties that are within the same contiguous zoning district, plus any adjacent districts, but only if the property directly abuts other property in a different zoning district.