



Village of Minerva Park

PLANNING & ZONING
 2829 MINERVA LAKE RD
 COLUMBUS OH 43231
 PHONE: 614-882-5743
 FAX: 614-882-0701

PERMIT NO: _____
MP NO. _____
RECD BY _____ DATE: _____

HOME OCCUPATION PERMIT APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by Planning & Zoning.

Project/Property Address or Location:		Project Name/Business Name (if applicable)	
Parcel ID No.(s):	Current Zoning:	Total Acreage:	
Proposed use of the property and nature of business desired:		Requested time length for occupation (max 2 years):	Business Type:
Hours of Operations	Number of household employees:	Off Street Parking? Y N Your side of street? Y N Driveway Parking? Y N	Changes to dwelling? Y N Explain:
APPLICANT Name (primary contact) – do not use a business name		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name:			
ATTORNEY/AGENT Name		Attorney/Agent Address	
Attorney/Agent E-mail		Attorney/Agent Phone No.	
ADDITIONAL CONTACTS (please list all applicable contacts) Name(s)		Contact Information (phone no./email)	
Contractor Developer Architect			
PROPERTY OWNER Name:		Property Owner Contact Information (phone no./email):	

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be in accordance with the conditions and terms of that approval.

Applicant Signature: _____ Date: _____

INTERNAL USE

File No. _____
 P&Z Meeting Date _____
 P&Z File No. _____

Received by: _____
 Date: _____

PAID: _____
 DATE: _____
 CHECK#: _____

HOME OCCUPATION PERMIT APPLICATION – SUBMISSION REQUESTS

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STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Minerva Park Code				
	2. Pre-application conference with staff				
\$30	3. Fee \$30				
	4. Legal description of property (11x17" copy)				
	5. A statement of the necessity or desirability of the proposed use to the neighborhood or community				
	6. A statement of the necessity or desirability of the proposed use to adjacent property and land use				
	7. A plot plan that illustrates the boundaries, dimensions, structures and location of off-street parking				
	8. Application fee paid (in accordance with the Planning & Zoning Fee Schedule)				
	9. Application & all supporting documents submitted				
	10. Authorization Consent Form Completed				

APPLICATION ACCEPTANCE

This application has been reviewed and is considered complete and is hereby accepted by the Planning & Zoning Clerk of the Village of Minerva Park and will be forwarded to Planning & Zoning for consideration.

 Planning & Zoning Clerk

Date _____

APPROVAL BY THE PLANNING & ZONING COMMISSION

In accordance with the Village of Minerva Park Codified Ordinances, I hereby certify that this project, as stated above, was approved by Planning & Zoning on _____. The applicant shall comply with any conditions approved by Planning & Zoning and shall comply with all building, zoning, and landscaping regulations of the Village of Minerva Park.

Code Enforcement Signature _____

Date _____

Village Planner Signature _____

Date _____

This application will be forwarded to Planning & Zoning Commission read by title at the first regular meeting of Planning & Zoning Commission Meeting following approval by the Planning & Zoning Commission.

 Planning & Zoning Commission Signature

Date _____

AUTHORIZATION CONSENT FORM

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications

AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S) *If the applicant is not the property owner, this section must be completed*

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____ **Date:** _____

AUTHORIZATION TO VISIT PROPERTY

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice (if applicable) on the property as described in this application.

Property Owner Signature: _____ **Date:** _____

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plan shall be submitted for the review and approval to the Planning and Zoning Division staff

Applicant Signature: _____ **Date:** _____