

CONDITIONAL USE PERMIT PROCESS

Background

The Zoning Code provides that certain uses or activities may only be permitted with the approval of the Planning Commission in residential, business and industrial zoning districts. Such a requirement is intended to ensure that such uses still will be compatible with the use characteristics of those districts.

Where is the process initiated?

Planning and Development Department
69 South Main Street, 2nd Floor
Oberlin, OH 44074
(440) 775-7182

Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday

Application Form and additional information is also available on the City's website: <http://www.cityofoberlin.com/formspermit.html>

When is a Conditional Use Permit required?

The Zoning Code's various zoning districts identify when a Conditional Use Permit is required. For example, in a residential district any time someone is interested in establishing a two-family use or a bed and breakfast inn. In a business district for outdoor sales, a veterinary clinic, an automobile gas station, etc. In an industrial district for a self-service storage facility, a cell phone tower, an office or sports club.

What information will you need to provide?

You will need to submit a completed Application Form, a detailed site plan and information concerning the nature of the use (e.g. times of operation, screening/landscaping, parking availability, etc.). Depending on the nature of the request, varying levels of detail may be required. Please contact Planning staff for information in this regard.

How does the Conditional Use Permit process work?

The Planning Department will coordinate a review of the proposal by various City departments and will prepare a report for the consideration of the Design Review Subcommittee and Planning Commission. Given the special nature of conditional uses, the Planning Commission will also conduct a public hearing before deciding on your request. Notice of the hearing will be published in the newspaper and mailed to property owners within 200 feet. You should plan to attend that hearing and any Subcommittee meeting on this request.

What is the time frame for the Conditional Use Permit process?

The Zoning Code requires that notice of a "public hearing" on the application be published and mailed to nearby property owners. That notice is to be sent 15 days prior to the hearing. In most cases, a Conditional Use Permit can be processed in four to five weeks through the Planning Commission.

Conditional Use (CUP) Process

