



# CITY OF TOLEDO LAND USE APPLICATION

Date \_\_\_\_\_

Property Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_  
Email \_\_\_\_\_

Authorized Agent \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_  
Email \_\_\_\_\_

Property Address \_\_\_\_\_  
Property Location \_\_\_\_\_  
Assessors Map No. \_\_\_\_\_

Property Size \_\_\_\_\_  
Tax Lot No. \_\_\_\_\_

Present Zoning \_\_\_\_\_  
Comprehensive Plan Designation \_\_\_\_\_  
Current Use of Property \_\_\_\_\_  
Existing Structures (if any) \_\_\_\_\_

Proposed Change \_\_\_\_\_

Proposal for which this request is being made (attach additional sheets if needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following must be submitted with this application:**

- Deed description and proof of ownership interest.
- Site plan drawn to scale which shows property lines, access, existing buildings, other relevant features or conditions, the property's relationship to the surrounding neighborhood, and the location of existing and proposed development.
- Description of the proposed land use action, including information on how the proposal might impact surrounding property and how the request meets the decision criteria.
- Supplemental information form (if required).
- Application fee.

Annexation/Rezone (\$1,500)*	Expedited Land Division (\$2,000)*	Riparian Modification Permit (\$200)
Appeal, Land Use Misc (\$535)*	Lot Line Adjustment (\$135)	Similar Use, Planning Comm (\$535)
Appeal, Type II (\$260)*	Modification of Approval(75% of fee)	Subdivision (\$930+\$20/lot)*
Appeal, Type III (\$535)*	Partition, Major (\$930)*	UGB Amendment (\$2,660)
Code Amendment (\$930)	Partition, Minor (\$535)*	Vacation (\$2,000)*
(if requires M56 notice \$930+mailing)	Planned Unit Development	Variance, Type I (\$65)*
Comp. Plan Amendment (\$930)	(\$930+\$20/unit)*	Variance, Type II (\$260)*
(if requires M56 notice \$930+mailing)	Replat, Major (\$930)	Variance, Type III (\$535)*
Code Interpretation, official (\$170)	Replat, Minor (\$535)	Zone Change (\$930)
Conditional Use (\$535)	Restrictive Lot Line Covenant	
Exception to Statewide Goal (\$2,660)	(\$100+admin fee)	*Supplemental forms are required

If filing multiple Land Use Applications, the highest tier application will be assessed and 75% of each additional land use application when submitted together. If filing multiple Type I permits, staff can waive some fees where overlapping permits do not need significant additional review.

**\*\*\*For Office Use Only\*\*\***

Date Received \_\_\_\_\_ By \_\_\_\_\_ Fee Paid \_\_\_\_\_ Complete Application Date \_\_\_\_\_ City File No. \_\_\_\_\_

I understand that I am responsible for addressing the legal criteria relevant to my application and that the burden of proof justifying an approval of my application is with me. I also understand that I must present sufficient factual evidence to show that this application complies with the Toledo Zoning Ordinance, Comprehensive Plan, and other applicable regulations. This responsibility is independent of any opinions expressed in the Planning Department Staff Report concerning the applicable criteria. I certify that, to the best of my knowledge, all information contained in this application is accurate.

My signature below shows that I have thoroughly discussed this application with the City Planner, City Manager, or designee and I am fully aware of my responsibilities as the applicant. A pre-application meeting with City staff was held on or around \_\_\_\_\_.

- I understand that the Planning Commission will hold a public hearing for this application (Type III)  yes
- I understand that the City Council will hold a public hearing for this application (Type IV)  yes
- I understand that this is a City of Toledo staff-level decision (Type I and Type II)  yes
- Other \_\_\_\_\_  yes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (if different)

\_\_\_\_\_  
Date

**\*\*\*For Office Use Only\*\*\***

**Public Works**

1. Is City sewer available? Yes \_\_\_\_\_ No \_\_\_\_\_  
Where \_\_\_\_\_  
Will a connection have to be constructed? Yes \_\_\_\_\_ No \_\_\_\_\_  
What size of a line is required \_\_\_\_\_
2. Is City water available? Yes \_\_\_\_\_ No \_\_\_\_\_  
Where \_\_\_\_\_  
Meter size \_\_\_\_\_  
Estimated installation cost \_\_\_\_\_
3. Are there any public works improvements necessary? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Is there proper access? Yes \_\_\_\_\_ No \_\_\_\_\_  
Are there proper easements? Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Curb cuts and property entrances must be constructed to City specifications. Permit and specifications are available through the Public Works Department.
5. Are there any special access requirements? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe \_\_\_\_\_  
Is a state access permit required? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is a county permit required? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Are stormwater improvements needed? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is an erosion control plan needed? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Is a plan review by Public Works required? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Is this application ready to be approved? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explain modifications or revisions needed for the application \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

**Fire Department**

- 1. Does the proposal meet the safety requirements of the IFC? Yes\_\_\_\_ No\_\_\_\_
- 2. Is this application ready to be approved? Yes\_\_\_\_ No\_\_\_\_  
 Explain modifications or revisions needed for the application \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
Fire Chief Date

**Police Department**

- 1. Is this application ready to be approved? Yes\_\_\_\_ No\_\_\_\_  
 Explain modifications or revisions needed for the application \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
Chief of Police Date

**Planning Department**

- 1. Is this application ready to be approved? Yes\_\_\_\_ No\_\_\_\_  
 Explain modifications or revisions needed for the application \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
City Planner Date