

**City of Franklin, Ohio**  
**ACCESSORY USE APPLICATION**  
UDO Section 1113.05

Application No. \_\_\_\_\_

The undersigned owner(s) of the following property hereby submit this application requesting an accessory use, as specified below.

1. Name of Applicant(s): \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Phone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

4. Address of the property where use is requested: \_\_\_\_\_

5. Lot No. of the property where use is requested: \_\_\_\_\_

6. Current Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_

7. Accessory Use Type (circle one):    Antenna/Antenna Tower    Deck    Patio    Porch    Balcony

Detached Garage/Carport    Dish-Type Satellite Antenna    Fence or Wall    Home Sales

Gazebo or Other Open-Sided Structure    Swimming Pool/Hot Tub    Other: \_\_\_\_\_

8. Description/Nature of Accessory Use requested: \_\_\_\_\_

\_\_\_\_\_

9. Contractor/Builder: \_\_\_\_\_

Contractor/Builder Address: \_\_\_\_\_

OFFICE USE ONLY

Deposit: \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Payment: Cash    Check    Receipt # \_\_\_\_\_

Received Date: \_\_\_\_\_ Building Permit Required?  Yes  No    Building Permit # \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot No. \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

UDO District Classification: \_\_\_\_\_

Approved

Approved with Modifications: \_\_\_\_\_

Denied

Date of Approval or Denial: \_\_\_\_\_

Date Notice Mailed to Applicant: \_\_\_\_\_

**The following items must be submitted with this Application:**

- \_\_\_\_\_ A. If the applicant is not the owner of the subject property, a notarized letter of authorization from the property owner(s), designating the applicant as his/her/their representative.
- \_\_\_\_\_ B. **Legal Description** of the property where the accessory use is requested – either a deed or a drawing prepared by a surveyor registered in the State of Ohio.
- \_\_\_\_\_ C. A **Vicinity Map** showing property lines, thoroughfares, existing zoning and existing uses on the subject property, and zoning and existing uses on surrounding properties.
- \_\_\_\_\_ D. A **Minor Site Plan** at a scale of not less than 1” = 100’ including:
  - (1) General layout plan with existing and proposed property lines, showing all proposed property lines with typical dimensions, yards and setbacks;
  - (2) Proposed and existing buildings on site with general sketch floor plans and building elevations;
  - (3) Building height;
  - (4) List of adjacent property owners and labeling of adjacent property owners;
  - (5) Square footage of existing and proposed buildings;
  - (6) Zoning of property and existing use on site, including adjacent use and zoning;
  - (7) Preliminary grading plan, stormwater plan and landscape plan;
  - (8) Street and parking lot layout, including street rights-of-way, drive aisles, parking spaces, and sidewalk location; and
  - (9) Preliminary water and sewer plan.
- \_\_\_\_\_ E. **The Application Fee.**

BE ADVISED THAT THE SUBMISSION OF ADDITIONAL SUPPORTING INFORMATION MAY BE REQUIRED.

**\*\*The applicant should check with the City’s Division of Building & Zoning in regards to any building code requirements or other permits required by the City. Acceptance and/or approval of this application is not a guarantee against a change in development requirements or standards due to unforeseeable circumstances once the project and/or construction begins. The applicant is advised to consult with specialists as needed.\*\***

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

Date:\_\_\_\_\_