

APPLICATION CHECKLIST

This is not an exhaustive list. Village Staff may request additional items as deemed necessary.

Conversion of Non-Conforming Use

Details about the review process can be found in §170-66 of Richfield's Village Code: <https://ecode360.com/42033953>

- This application form filled out with appropriate signatures
- \$350 application fee
- Project narrative, including description of need for amendment and/or new use
- Site plan or survey of property highlighting the space occupied by the use

Expansion of Non-Conforming Building

Details about the review process can be found in §170-30 of Richfield's Village Code: <https://ecode360.com/42033019>

- This application form filled out with appropriate signatures
- \$500 application fee
- Project narrative, including: description of need for expansion, date when use was first established, evidence showing the use at time of establishment was legal, date when use became nonconforming, and section of Code causing the use to become nonconforming
- Site plan with location of existing structure(s) and proposed expansion

Wireless Telecommunication Tower (New or Collocation)

Details about the review process can be found in §170-30 of Richfield's Village Code: <https://ecode360.com/42033019>

- This application form filled out with appropriate signatures
- \$400 application fee
- Site plan or survey of property highlighting the space to be occupied or modified
- Construction plan which describes the tower and equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the tower.
- Project narrative
- [New Towers Only] explanation as to why the applicant chose the proposed location, and why the applicant did not choose collocation, including a sworn statement from the responsible party attesting that collocation within the applicant's service area would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome.

Registration of Non-Conforming Use

Details about the review process can be found in §170-35 of Richfield's Village Code: <https://ecode360.com/42033187>

- This application form filled out with appropriate signatures
- Application fee; \$500 for change to existing Conditional Use; \$400 for New Residential; \$700 for New Business
- Project narrative, including: date when use was first established, evidence showing the use at time of establishment was legal, date when use became nonconforming, section of Code causing the use to become nonconforming, evidence showing the use has continued from the start date to current date without interruption of up to 12 months, and the nature of the use and location on the property
- Site plan or survey of property highlighting the space occupied by the use

Rural Accessory Building Determination

Details about the review process can be found in §170-32 of Richfield's Village Code: <https://ecode360.com/42033106>

- This application form filled out with appropriate signatures
- \$200 application fee
- Site plan with location of structure(s)
- Project narrative, including details about why the application should be approved

Termination of Approval

Details about the review process can be found in §170-32 of Richfield's Village Code: <https://ecode360.com/42033106>

- This application form filled out with appropriate signatures
- \$100 application fee
- Project narrative, including details about why the prior approval should be terminated