



JEROME TOWNSHIP

UNION COUNTY, OHIO
9777 Industrial Parkway
Plain City, Ohio 43064
Office (614) 873-4480

Case #: _____
App. #: _____
Date Submitted: _____
Fee Amount: _____
Check #: _____

ZONING COMMISSION APPLICATION

I. PARCEL INFORMATION

Parcel Address:			FOR MAP AMENDMENT ONLY
Parcel No.(s):			Proposed Zoning Dist.:
Description of Location:			Number of Proposed Lots:
Parcel/Tract Area:	Present Zoning Dist.:	Present Use:	Existing Structures: _____ _____ _____
Complete Where Applicable: Engineer/Surveyor: _____ Builder/Developer: _____			_____ _____ _____

II. OWNER OF RECORD

Owner Name(s):	Owner Address:
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III. APPLICANT INFORMATION

Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Parcel Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Attorney/Agent <input type="checkbox"/> Architect/Engineer	

IV. PROJECT TYPE

Zoning Map Amendment - Standard Zoning District
 Misc. Action: _____
 Zoning Map Amendment - Planned Development District
 Detailed Development Plan
 Zoning Map Amendment - Change to PD Dist. Preliminary Dev. Plan
 Modification of Detailed Development Plan

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Zoning Inspector.

Applicant Signature: _____ **Date:** _____

*By signing, I certify that I am the owner of the real property or the owner's agent, and that the application is authorized with the full knowledge of the owner. *

****FOR OFFICIAL USE ONLY****

Additional Notes:	LUCRPC Review Date: _____ <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved w/ Modifications <input type="checkbox"/> Continued <input type="checkbox"/> Denied	Zoning Com. Hearing Date: _____ <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved w/ Modifications <input type="checkbox"/> Continued/Other <input type="checkbox"/> Denied/Disapproved	Trustee Hearing Date: _____ <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved w/ Modifications <input type="checkbox"/> Continued/Other <input type="checkbox"/> Denied

Whenever the public necessity, convenience, general welfare, or good zoning practices require, or in conformance with the adopted Comprehensive Plan, the Board of Township Trustees may by resolution amend, supplement, change, or repeal the regulations, restrictions, and boundaries or classification of property. Such amendments may only be made after recommendation from the Zoning Commission and subject to the procedures provided by law.

What information should be provided to apply for an amendment of the Official Zoning Map?

This checklist is to be used as a guide for filling out the application and must be returned with each item checked off:

- Application form, completed.
- Names and contact information of any design professionals or other agents involved in preparing the application, if not otherwise indicated on the application.
- A statement indicating the current zoning district and use, proposed zoning district and intended use(s), and an explanation of how the proposed amendment of the Official Zoning Map relates to the Comprehensive Plan.
- Legal description of the parcel or tract.
- A vicinity map, drawn to an appropriate scale based on the area of the parcel or tract, showing the general location of the site.
- A site plan, drawn to scale by a professional surveyor, engineer, architect, or landscape architect registered in the State of Ohio, indicating at least the following:
 - Lot/parcel area.
 - A plan showing the dimensions and shape of the parcel or tract, the size and location of existing buildings, and any natural or topographic features.
 - Date, scale, and north arrow.
 - Lots lines, setback lines, and easements.
 - Roads, sidewalks, and alleys.
 - Existing structures on neighboring lots within 20 feet of the lot line.
 - Dimensions from any existing buildings to all lot lines labeled.
- A preliminary traffic study completed to the requirements of the Union County Engineer or correspondence from the County Engineer's Office or other relevant public agency that a traffic study is not required for the proposed development.
- For any lot not designated solely for residential use and proposed to be served by central sewers or water, evidence that the lot has or will have access to central sewers or water.
- A list of the names and addresses of the applicant and of the owners of all lots within, contiguous to, and directly across the street from the subject lot, as shown on the County Auditor's current tax list. One (1) copy shall be submitted on regular letter paper, and two (2) on Avery #5160 mailing labels or equivalent style mailing labels approved by the Zoning Inspector.
- Such other information as may be required for the Zoning Inspector, Zoning Commission, Board of Township Trustees, or other relevant public authority to review the application.
- The fee, as required by the Schedule of Zoning Fees.

All applications shall include one (1) completed application form and fifteen (15) sets of plans and other documents. All plans and other documents shall be single-sided and shall be folded to be no larger than 8.5" x 11". Electronic copies of all plans and documents in .PDF or another standard file-type shall also be submitted at the time of application via CD, memory stick, or via remote transfer when coordinated in advance with the Zoning Inspector.

What information should be provided to apply for an amendment to the Official Zoning Map requesting a new or modified Planned Development District?

In addition to the general application requirements for amendments to the Official Zoning Map, the following additional information should be provided when a new or modified Planned Development District is proposed:

PRELIMINARY DEVELOPMENT PLAN & OTHER SUPPLEMENTARY INFORMATION:

The proposed preliminary development plan shall be prepared and endorsed by a certified or licensed planner, architect, landscape architect, engineer and/or surveyor, with all mapping to be at a scale of at least 1" = 100', and shall include, in text and map form, the following:

- A conceptual site plan of the proposed PD District, including any proposed subareas, any proposed buildings other than single-family dwellings or two-family dwellings, any functional use areas, circulation patterns, and their relationship.
- Proposed densities, number of lots and dimension parameters, and building intensities.
- Proposed parks, playgrounds, schools and other public facilities or open spaces including woodland preservation and natural topography preservation areas with their suggested ownership.
- Locations of stream channels, watercourses, wooded areas and buffer areas shall be designated. Existing topography and drainage patterns shall also be shown.
- Relation to existing and future land use in surrounding area.
- Proposed provision of water, sanitary sewers, surface drainage, and street lighting.
- Proposed traffic and pedestrian circulation pattern, indicating both public and private streets and highways, access points to public rights-of-ways, bike paths and trails, sidewalks and any off-site street improvements.
- An anticipated schedule for the development of units to be constructed in progression and a description of the design principles for buildings and streetscapes; tabulation of the number of acres in the proposed phase for various uses, the number of housing units proposed by type; building heights; open space; building intensity; parking areas; density and public improvements proposed.
- Engineering feasibility studies and schematic plans showing, as necessary, water, sewer and other utility installations, waste disposal facilities, surface drainage, and street improvements.
- General architectural design criteria for proposed buildings, structures, signs and exterior lighting with proposed control features.
- Deed restrictions, protective covenants, and other legal statements or devices to be used to control the use, development and maintenance of the land, the improvements thereon, including those areas which are to be commonly owned and maintained.
- Projected schedule of site development.
- Evidence that the applicant has sufficient control over the land to carry out the proposed development.
- Regulation text for development in the proposed Planned Development District, as noted on the following page.

A regulation text is considered part of the preliminary development plan, and shall only apply to the Planned Development District in question and all development within that Planned Development District. That text must set forth and define the uses to be permitted within the proposed Planned Development District and the development standards applicable to the proposed District. The regulation text is intended to guide all development of the property proposed to be designated Planned Development District by the application. The regulation text provided for in Section 500.08(3)(o) shall cover all appropriate zoning regulations for the proposed PD District including, without limitation, the following:

REGULATION TEXT

- A cover page including the name of the proposed development, name and contact information of the applicant, name and contact information of the applicant's representative(s), the date of application and any revision dates thereafter, a location for the case number assigned by the Township Zoning Department to be indicated, and a location for the number and date of adoption for the resolution approving the map amendment.
- All required setbacks including, but not limited to, buildings, service areas, off-street parking lots and signage, including rear, front and side yard areas.
- All maximum height and size requirements of buildings, mechanical areas and other structures
- All parking and loading space standards per building square footage or dwelling unit type, including dimensions of all parking stalls, aisles and loading spaces.
- All street and road right-of-way and pavement width dimensions, curb cut spacing and other related circulation standards.
- All pedestrian and bicycle walkway, trail and sidewalk dimensional standards, including rights-of-way and pavement width, and pavement standards.
- All screening and landscaping standards, including buffer dimensions, height, landscape material, maintenance standards, and screening standards for off-street parking areas, loading docks, trash receptacles and dumpsters, ground- and roof-mounted mechanical units and adjacent areas.
- All proposed signage and graphic standards, including height, setback, square footage, colors, corporate logos and type.
- All exterior architectural design standards, including material, color and styles.
- A list and description of the precise uses proposed for the development. Listed uses shall be defined by their customary name or identification, except where they are specifically defined or limited elsewhere in the preliminary development plan or the Zoning Resolution. Any listed use may be limited to specific areas delineated in the proposed preliminary development plan.
- Frontage requirements, minimum lot area requirements, yard areas, lot coverage restrictions and perimeter setback requirements.
- Accessory structure standards and limitations.
- Open space area, uses and structures including proposed ownership and sample controlling instruments
- Any other regulatory area or matter deemed necessary or relevant by the Zoning Commission.
- The regulation text should contain the following provision: *All development standards not specifically addressed by the regulation text shall be regulated by those general development standards set forth in the Zoning Resolution.*

In a Planned Development District or in the Innovation Planned Development District, no use shall be established and no structure shall be constructed or altered until a detailed development plan for each such use and/or structure has been approved by the Zoning Commission.

What information should be provided to apply for approval or modification of a detailed development plan?

The detailed development plan, which may be submitted for the entire development or an individual phase, shall contain, in text and map form, the following information at a minimum:

- Application form, completed.
- Proposed name of the development and its location.
- Names and addresses of owners and developers
- Date, north arrow and plan scale. Scale shall be 1"= 100' or larger.
- Boundary lines of the proposed development and the total acreage encompassed therein
- Locations, widths, and names of all existing public streets or other public ways, railroad and utility right-of-ways or easements, parks and other public open spaces, permanent structures, and section and corporation lines within or adjacent to the tract.
- Existing sewers, water mains culverts and other underground facilities within the tract, adjacent to the tract or that will be used in developing the tract, indicating pipe sizes, grades, and locations.
- The lot lines of adjacent tracts, parcels, or lots.
- Residential density, dwelling types, nonresidential building intensity and specific uses to be included within the proposed development, specified according to area or specific building location.
- Existing ground configuration, drainage channels, wooded areas, watercourses and other significant physical features
- Layout of proposed streets, including their names and right-of-ways, easements, sewers, water lines, culverts, street lighting and other major improvements.
- Layout, numbering, and dimensions of lots if more than one
- Anticipated building envelope and general architectural style and character of proposed structures. For detached single-family dwellings provide example architectural elevations of the proposed dwellings.
- Parcels of land intended to be dedicated or temporarily reserved for the public use or reserved by deed covenant with the condition proposed for such covenant and for dedications.
- Building setback lines with dimensions.
- Tentative street grades and sewer size slope.
- Traffic circulation, parking areas, curb cuts, and pedestrian walks.
- Landscaping plans, including site grading and landscape design.
- Engineering feasibility studies of any anticipated problems which may arise due to the proposed development as required by the Zoning Commission.
- For all uses other than detached single-family dwellings provide:
 - Drawings for buildings to be constructed in the current phase, including floor plans, exterior elevations and sections.
 - Color rendering of building(s), complete with a listing of all colors, including Pantone 1999-2000 Reference Numbers or if Pantone is not available, the manufacturer's reference/serial number with sample, and materials, with samples to be used.
 - Building locations depicting the bulk, height, and spacial relationships of building masses with adjacent development.
 - Intended measures to screen rooftop mechanical equipment from view, if applicable
- A detailed signage and exterior lighting plan, if applicable.
- Accommodations and access for emergency and fire fighting apparatus.
- The management plan or mechanism to provide for the perpetual maintenance of all open space, landscaping, buffers and shared parking areas by the ultimate owner and/or user and the controlling instruments.
- Location of open space area designation and intended uses.
- For any lot not designated solely for residential use and proposed to be served by central sewers or water, evidence that the lot has or will have access to central sewers or water.
- Any additional information as may be required by the Zoning Commission.
- The fee, as required by the Schedule of Zoning Fees.

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