



Application for Modification to Development Plan

DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233

Phone: (513) 922-2705 Fax: (513) 922-8767

***** IMPORTANT INFORMATION – PLEASE READ BEFORE COMPLETING THE APPLICATION *****

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than **4:00 p.m.** on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by Township staff for completeness. Submittals found to be incomplete will be rejected and the application **will not** be placed on the Commission agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- Any construction and/or occupancy of the site for which the amendment is being requested for shall not commence until approval is granted and all appropriate permits are obtained by the Township and the County Building Department.
- **Application fees are non-refundable.**

Project Site Information *(Please print clearly)*

Address of land or Subdivision name: _____

Present Zoning District: _____ Present Use of the Land: _____

Auditor’s Book 540 Page: _____ Parcel(s): _____ Acreage: _____

Owner of Property: _____

Owner’s Address (Street): _____

City, State and Zip Code: _____

Owner’s Telephone Number: _____

Applicant Information *(Please print clearly)*

Applicant: _____ Owner Agent Representative Other

Company: _____

Applicants Address (Street): _____

City, State, and Zip Code: _____

Telephone Number: _____ Email: _____

Please contact the Department of Community Development prior to making your application submittal. Staff is available to assist you in reviewing all application material requirements to ensure that your application is complete.

Applicant

Check	APPLICATION CHECK LIST	Staff Check – Yes / No	
REQUIRED FOR ALL SUBMITTALS:			
	One (1) original signed application and applicable fee		
	One (1) copy of the Development Plan drawing, Signage plans and Structure Elevations (<i>see below</i>) for the entire area of the proposed development drawn at a suitable scale and 24 x 36 inches in size (unless staff grants an alternative size)		
	One (1) copy of the Development Plan drawing, Signage plans and Structure Elevations drawing (<i>see below</i>) for the entire area of the proposed development drawn at a suitable scale and 11 x 17 inches in size		
	One (1) copy of a letter describing the proposed modification of the land		
DEVELOPMENT PLAN DRAWING: (<i>Shall include the following information</i>)			
	The name of the development		
	Property owner's name and address		
	List of proposed uses for the property		
	North arrow		
	Boundaries of the development and its acreage		
	Existing built conditions and proposed modifications, including but not limited to: Structures, streets, 100-year flood plan, location of all existing and proposed signage, topography, wooded areas, ponds, wetlands, rivers, streams		
	Identify any existing building or structures to be removed or demolished		
	Parking and Loading Requirements <i>**In accordance to Article XIV**</i> <ul style="list-style-type: none"> • Location of all vehicular ways and parking areas (both public and private) • Location and markings for all off-street parking spaces and loading areas • Location of all ingress and egress locations 		
	Locations, dimensions and materials for all existing and proposed pedestrian ways (both public and private)		
	Landscaping <ul style="list-style-type: none"> • Location of all existing landscaping to remain • Location, size, type and installation size of all proposed landscaping 		
	Lighting <ul style="list-style-type: none"> • Location and description of all existing lighting fixtures to remain • Location, height, type and color of all proposed new freestanding lighting fixtures 		
SIGNAGE PLAN:			
	Elevations, sizes, heights, materials and lighting used for all existing signage to remain		
	Elevations, sizes, height, materials and lighting to be used for all proposed new signage		
STRUCTURE ELEVATIONS:			
	For new structures, additions and/or building modifications: elevations of all facades including proposed exterior building materials, colors, roofing, lighting and structure height.		

I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

FOR OFFICE USE ONLY

Received Stamp:

Fees: \$500 _____

Total Fees Due: _____
(Fees are non-refundable)

The application has been reviewed and is found to be complete:

Township Staff:

Date:



Zoning Commission 2021 - Meeting Dates/Application Deadlines

REGULAR Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 6, 2021	December 17, 2020
February 3, 2021	January 14, 2021
March 3, 2021	February 11, 2021
April 7, 2021	March 18, 2021
May 5, 2021	April 15, 2021
June 2, 2021	May 13, 2021
July 7, 2021	June 17, 2021
August 4, 2021	July 15, 2021
September 1, 2021	August 12, 2021
October 6, 2021	September 16, 2021
November 3, 2021	October 14, 2021
December 1, 2021	November 10, 2021
January 5, 2022	December 16, 2021

TENTATIVE Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 20, 2021	December 31, 2020
February 17, 2021	January 28, 2021
March 17, 2021	February 25, 2021
April 21, 2021	April 1, 2021
May 19, 2021	April 29, 2021
June 16, 2021	May 27, 2021
July 21, 2021	July 1, 2021
August 18, 2021	July 29, 2021
September 15, 2021	August 26, 2021
October 20, 2021	September 30, 2021
November 17, 2021	October 28, 2021
December 15, 2021	November 23, 2021
January 9, 2022	December 30, 2021

*Please contact Community Development staff prior to submitting your application on the **TENTATIVE** meeting schedule as staff needs to verify the availability of the Commission members.*

If Commission members are unavailable, your case will be moved to the next regularly scheduled meeting.