



# Application for Modification to an Approved Development Plan

## DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233  
Phone: (513) 922-2705 Fax: (513) 922-8767

**\*\*\* 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
<b>REQUIRED FOR ALL SUBMITTALS:</b>		
	One (1) original signed application.	
	Eight (8) copies of a narrative description of the proposed development.	
	One (1) copy of the Final Development Plan drawn ( <i>see below</i> ) to a suitable scale and at 11 x 17 inches in size.	
	Eight (8) copies of the Final Development Plan drawn ( <i>see below</i> ) to a suitable scale and at 24 x 36 inches in size (unless staff grants an alternative size).	
<b>DEVELOPMENT PLAN DRAWING: (<i>Shall include the following information</i>)</b>		
	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.	
	The existing and proposed size, location, use, and arrangement of buildings, parking areas (with proposed arrangement of stalls and number of cars), entrance and exit driveways and their relation to existing and proposed streets, proposed landscaping, signage, and all other significant features of the development.	
	Identify any existing building or structures to be removed or demolished.	
	Building elevations that indicate proposed architectural character. Building materials and colors shall be identified. Material boards may be required upon request by of the Delhi Township Community Development Director.	
	Design and location of all existing landscaping to be preserved and all proposed landscaping areas, open space, buffering plans, retention areas, and yard including the common and specific names of all proposed plant species and the quantity and sizes of each.	
	Existing and proposed lighting, including fixture types, size, and a photometric plan.	
	Existing and proposed trash facilities, including dumpster pads and enclosure details.	
	Sign plan indicating locations, sizes, and designs for all proposed signs.	
	Professional engineers and/or architect's stamp and signature.	
	Additional information as requested by the Delhi Township Community Development Director, the Zoning Commission, or the Township Trustees.	

**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.*