

CLAY TOWNSHIP

PROUD TO SERVE

8207 ARLINGTON ROAD
BROOKVILLE, OHIO 45309
Phone 937/833-6435
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PROCEDURES FOR FILING AN APPLICATION FOR A CHANGE OF ZONING DISTRICT TO A PLANNED DEVELOPMENT

- 1) Prior to the filing of any application for rezoning to a Planned Development, the applicant, or representative shall participate in a pre-filing conference with the Commission. At that conference, the Commission will review and discuss the plan and acquaint the applicant with the requirements and documentation required to process the application. A preliminary plot drawing shall be submitted with the application.
- 2) Because of the extra amount of detail required to be studied and reviewed by the Commission, a Planned Development must be filed with the Secretary of the Clay Township Zoning Commission no later than the end of the first week of the month preceding the month of the public hearing before the Clay Township Zoning Commission.
- 3) The Montgomery County Planning Commission will review the application at their next regularly scheduled, or special meeting, at which time the applicant, or representative, will review and discuss the Planned Development. The Planning Commission will be primarily interested in the concept and basic content of the plan.
- 4) The Clay Township Zoning Commission will hold their required public hearing. At that hearing, the applicant, or representative, will explain the Development Plan to the Commission. The Zoning Commission will be concerned with all aspects of the Plan.
- 5) Prior to the Board of Trustees's public hearing, the applicant shall submit a reproducible Final Development Plan, should it need to be modified from the Plan, submitted to the Clay Township Zoning Commission.
- 6) The Board of Trustees will hold their public hearing and the applicant will explain the Plan. Subsequent to this public hearing, the Board of Township Trustees shall approve or deny the application. The Board may amend the Plan prior to approval.
- 7) Once the application has been approved by the Board of Trustees, the Developer files the record subdivision plan with the proper Planning Authority no earlier than thirty (30) days and no later than six (6) months.

- 8) NOTE: The approval of the Development Plan shall become null and void and the land shall revert to its former classification, unless within six (6) months the Subdivision Plat shall have been recorded in the records of the Montgomery County Recorder.

APPLICATION

A general application form will be furnished to each applicant by the Secretary. One (1) original and eight (8) TYPEWRITTEN copies shall be filed with the Commission, and one (1) copy may be retained by the applicant. Each and every question shall be fully answered. If necessary, lengthy descriptions may be outlined on an attached sheet.

The application shall include the following statements as provided in Subsection 602.02 "Written Application" and Subsection 3101.02 "Submission of Development Plan."

PLOT PLAN

The application shall be accompanied by eight (8) copies of a plot plan as provided in Subsection 602.02 "Written Application."

DEVELOPMENT PLAN

The application shall be accompanied by eight (8) copies of a development plan as provided in Subsection 3101.02 "Submission of Development Plan."

One (1) copy 8 ½ X 11 of the development plan shall be submitted.

NOTE: the development plan shall be fully dimensioned showing building separation and buildings from lot lines, parking areas, and size of spaces, where recreation areas are, etc.

The following additional information should be submitted:

1. DEVELOPMENT PLAN ILLUSTRATION - Attach sketches of rendering of proposed development. Maximum sheet size to be 30 X 36 inches.
2. ECONOMIC FEASIBILITY - In case of a Planned Development for a commercial planned development, available factual data showing the trade area that the development is designed to serve, the population of the trade area, the estimated buying power of such population and demonstrating the economic feasibility of the proposal.

3. PERFORMANCE STANDARDS COMPLIANCE - In the case of a Planned Development for industrial uses, an engineering study demonstrating that the proposed industrial uses will comply with the development standards.
4. MAP - A map of the property to be developed, showing bordering properties for 500 feet. A list the names and address of property owners who borders the property to be developed.

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APPLICATION FOR CHANGE OF ZONING DISTRICT

FOR CLAY TOWNSHIP ZC USE ONLY:

CASE NUMBER _____ FEE RECEIPT NUMBER _____

DATE FILED _____ RECEIVED BY _____

PLEASE TYPE INFORMATION - USE ADDITIONAL SHEETS AS NECESSARY

The applicant _____

Address _____

being the owner(s) or lessee(s) of land located at _____

_____ hereby makes application to have said
land

reclassified from the _____ zoning

district(s) to the _____ zoning district(s).

A. DESCRIPTION AND/OR LOCATION OF LAND

1. The area of land sought to be reclassified contains approximately _____
_____ (acres or square feet) and is located along (circle appropriate direction)
the north, south, east, west side of _____
(road, street or avenue) approximately _____ feet of (circle
appropriate direction) north, south, east, west of _____
_____ (road, street or avenue).

2. The area of land for consideration is further described in MICRO # _____ and/or Deed Book # _____, Page # _____, and is located in Section _____, Town _____, Range _____, _____ Township, Montgomery County, Ohio. A copy of the legal description of the above land is required.

B. DEVELOPMENT DATA

1. Total Land Area _____ (acres or square feet)
2. Residential
 - a. Total Land Area _____ (acres or square feet)
 - b. Total Floor Area _____ (acres or square feet)
 - c. Number of Dwelling Units _____
 - d. Types of Dwelling Units (Key to Development Plan)
 - e. Average size of Dwelling Unit _____ (square feet)
 - f. Building Height (Key to Development Plan)
 - g. Land Use Intensity (LUI) _____

Minimum required
proposed

Floor Area
 Open Space
 Living Space
 Recreation Space
 - h. Density _____ square feet of Land Area per Dwelling Unit
 - i. Lot Coverage (Percent) _____
 - j. Number of Parking Spaces (surface and enclosed) _____
3. Nonresidential
 - a. Total Land Area _____ (acres or square feet)
 - b. Total Floor Area _____ (acres or square feet)
 - c. Floor Area by Use
 - d. Types of Uses (Key to Development Plan)
 - e. Building Height (Key to Development Plan)
 - f. Lot Coverage (Percent) _____
 - g. Number of Parking Spaces (surface and enclosed) _____

C. LIST OTHER COMMENTS that are pertinent to consideration for reclassification. These are listed in the requirements and instructions to be followed in securing a change in zoning.

6. The site can be serviced by public sewer and water and that proper storm drainage will be provided.

7. The Development Plan contains such proposed covenants, easements and other provisions relating to the proposed development standards, as are reasonable and required for the public health, safety and morals.

8. The location and arrangement of structures, parking area, walks, lighting and appurtenant facilities shall be compatible with the surrounding land uses.

9. Any part of a Planned Development not used for structures, parking and loading area, or access ways, shall be landscaped or otherwise improved.

10. When business or manufacturing structures or uses in a Planned Development District abut a Residential District, screening shall be provided as described in Articles 32, 33, 34, and 35.

11. In no event shall a business or manufacturing structure in a Planned Development District be located nearer than one hundred fifty (150) feet to a residential building.

AFFIDAVIT

Before completing this application and executing the following affidavit, it is recommended that this application be discussed with the staff of the Montgomery County Rural Zoning Commission.

APPLICANT AFFIDAVIT

STATE OF OHIO
COUNTY OF MONTGOMERY

I (we), _____
being duly sworn, depose and say that I am/we are the owner(s)/lessee(s) of land included in this application and that the foregoing statement herein contained and attached, and information or attached exhibits, thoroughly, to the best of my/our ability, present the arguments in behalf of the application herewith submitted, and that the statements and attached exhibits above referred to, are in all respects true and correct to the best of my/our knowledge and belief.

(signature)

(phone)

(mailing address)

(city, state, zip code)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Person to be contacted for details, if other than above signatory

(name) (address) (phone)