



REZONING APPLICATION
CITY OF URBANA, OHIO
205 S Main St, Urbana, Ohio 43078
937.652.4322/FAX 937.652.4306

Date: _____

Application Number _____

Fee \$150.00 _____

Instructions: Please complete this application according to the checklist attached. Additional information may be required after initial submission of application. **Submittal of an application does not constitute acceptance for processing until the Planning Department reviews the application for accuracy and completeness.**

Property Address: _____

Property Owner (s): _____

Owner Address and Telephone: _____

Applicant Name (if different than owner): _____

Applicant Address and Telephone: _____

Auditor's Parcel ID number _____ Lot size: _____

Current Zoning District: _____ Proposed Zoning District _____

Present Land Use: _____

Proposed Land Use: _____

By signing this application, I acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for rezoning. If a conflict should result with this rezoning request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict. I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for rezoning.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the City Planning Commission public hearing and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Planning Commission or City Council, the application may be postponed or may be heard without

representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed. Failure to receive a notice by the City shall not excuse failure to appear at the City Planning Commission or City Council public hearing.

4. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the City Planning Commission. A $\frac{3}{4}$ majority vote of all members of the City Council is required to overrule a recommendation of the City Planning Commission.

Owner/Agent Signature

Date

Office Use Only

Received ___/___/___ by _____

TRC Review ___/___/___

Engineering Department

PC Review ___/___/___

Receipt # _____

REQUIRED DOCUMENTATION FOR REZONING APPLICATION

- **APPLICATION FOR REZONING** Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. **Submittal of an application does not constitute acceptance for processing until the Planning Department reviews the application for accuracy and completeness.**
- **ZONING MAP SHEET** Property proposed for rezoning must be accurately outlined in red ink. Zoning map sheets may be obtained at the Zoning Officer's Office, 2nd floor, 205 South Main Street.
- **DETAILED SITE DEVELOPMENT PLANS** If the property proposed for rezoning is occupied by existing structures or building, eight (8) copies of a detailed site development plan, including one (1) 8 ½" x 11" copy, are required with the following information:
 - Legal description of the property
 - Location and arrangement of structures
 - Size and use of structures, including number of dwelling units
 - Lot lines with dimensions of the areas
 - Required yards and setbacks
 - Landscaped planted areas, where applicable
 - Open spaces, where applicable
 - Curb cuts and driveways
 - Pedestrian ways and sidewalks
 - Stamp or seal of a professional engineer, registered architect, or registered land surveyor who prepared the plans
 - On-site parking areas, and loading/unloading bays, where applicable (showing number and size of on-site parking spaces, including accessible spaces, and lighting of parking areas)
 - Storm water drainage
 - Retaining walls, where applicable
 - Screening walls or fences, where required
 - Utility rights-of-way and easements
 - Size and design of exterior signs
 - Architectural design of buildings (side elevations)
- **GENERALIZED PLOT PLANS** If the property proposed for rezoning is vacant, eight (8) copies of a generalized plot plan, including one (1) 8 ½" x 11" copy, are required with the following information:
 - General features or concept of development
 - Lot lines with dimensions of the areas
 - Legal description of the property
 - Location of streets, and ingress and egress to the property
 - Stamp or seal of a professional engineer, registered architect or registered land surveyor who prepared the plans.
- **MEETS AND BOUNDS DESCRIPTION** If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) copy of a written, sealed metes and bounds description is required for the property proposed for rezoning. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- **ADJACENT AND CONTIGUOUS PROPERTIES** A list of all property owners and their mailing addresses who are within 300 feet, contiguous to, or directly across the street from the parcels (s) proposed to be re-zoned and others who may have a substantial interest in the case must be attached to this application.