



Embraced by nature. ♦ Inspired by progress.

Date Received: _____

LIBERTY TOWNSHIP ZONING DEPARTMENT
7162 Liberty Centre Drive · Suite A · Liberty Township, Ohio 45069
Phone (513) 759-7500 · Fax (513) 759-7501

ZONING COMMISSION HEARING APPLICATION

Check all that apply:

- Zone Change
- Preliminary PUD Application
- Final PUD Application
- Amendment to Final PUD
- Site Plan Review
- Overlay District Review
- _____ District

Section _____ Town _____ Range _____

Current Zoning _____ Proposed Zoning _____

Parcel Numbers _____

Subdivision Name _____

Property Owner _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Developer _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Contact _____ Phone _____

Email _____

Preapplication Meeting Date: _____
Hearing Date: _____

Checklist:

Case No. _____

Fee Received _____

Staff Report _____

Legal ran _____

County Review _____

Resident's Notice _____

Board Packets _____

Case Presentation _____

Resolution _____

Certify to Trustees _____

Trustees Hearing Date _____

Trustees Legal ran _____

Trustees Resident's _____

Resolution _____

Complete/Close File _____

Change made to Map _____

ZONING COMMISSION HEARING APPLICATION

SUBMISSION REQUIREMENTS

_____ **ZONING COMMISSION HEARING APPLICATION FORM** (provided in this packet)

_____ **PROPERTY DEED:**
Submit one copy of the deed to the subject property as filed in the Butler County Recorder's Office

_____ **ADJACENT PROPERTY OWNERS FORM:**
Complete and submit the Adjacent Property Owners form (provided in this packet) containing the names, addresses, and tax information of all parcels within two hundred (200) feet of the subject site

_____ **APPLICANT'S AFFIDAVIT** (provided in this packet)

_____ **CHECKLIST OF REQUIREMENTS:**
Submit this checklist, fully completed

IF APPLYING FOR ZONE CHANGE:

_____ **DESCRIPTION OF REQUEST AND REASONS FOR ZONING COMMISSION HEARING FORM** (provided in this packet)

_____ **METES AND BOUNDS LEGAL DESCRIPTION:**
Submit on a single 8 1/2 X 11 paper the following information:

- a. A metes and bounds description of the subject site
- b. The amount of area contained within the site
- c. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be rezoned, is a complete, proper and legal description thereof

_____ **ZONING PLAT:**
Submit two (2) copies of the zoning plat at a scale of one hundred (100) feet to the inch or larger containing the following information:

- _____ a. All existing property lines and parcel numbers for each parcel within the subject site and all property within and contiguous to and directly across the street from the exterior boundary of the subject tract, and the last name of the owners therein
- _____ b. Metes and bounds and dimensions of the subject property and the area contained therein (in acres)
- _____ c. Existing zone district boundaries (shown in dashed lines with heavier line weight than property lines) and zone designation
- _____ d. Title, scale and north point (north shall be at the top of the plat)
- _____ e. Area of proposed rezoning indicated by crosshatching or shading
- _____ f. Street names and right-of-way lines with the line weight heavier than the property lines
- _____ g. Distance from subject property to nearest street intersection and/or section corner, and
- _____ h. Stamp or seal and signature of engineer or surveyor

_____ **REDUCED ZONING PLAT:**
Submit sixteen (16) copies of the zoning plat reduced to an 11" X 17" sheet of paper. The information contained on the reduced version of the plat shall be the same as is required above

IF APPLYING FOR PUD REVIEW / MAJOR OR MINOR MOD., SITE PLAN, OR OVERLAY DISTRICT REVIEW:

_____ **PUD OR SITE PLAN:**
(4 copies and 16 reduced 11' x 17' maximum).

- _____ a. All required information per Section 3.5 of the Liberty Township Zoning Resolution (Site Plan Review).
- _____ b. All required information per Section 4.11 PUD Plan Review and Conditions for Approval.
- _____ c. All signage proposed for the site.

Checked by: _____

LIBERTY TOWNSHIP ZONING DEPARTMENT
7162 Liberty Centre Drive · Suite A · Liberty Township, Ohio 45069
Phone (513) 759-7500 · Fax (513) 759-7501

FOR LIBERTY TOWNSHIP ZONING DEPARTMENT USE ONLY

CASE # _____ DATE RECEIVED _____
FEE RECEIPT # _____ RECEIVED BY _____

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

CITY/STATE/ZIP: _____

NAME, ADDRESS AND PARCEL NUMBER OF EACH PROPERTY OWNER OF RECORD WITHIN THE SUBJECT PROPERTY:

1. _____
2. _____
3. _____

TOTAL ACREAGE OF SUBJECT PROPERTY _____

REQUEST ZONE DISTRICT CHANGE FROM _____ TO _____

LOCATION OF SUBJECT PROPERTY: SEC. _____ TOWN _____ RANGE _____

PROPERTY ADDRESS _____

(MY/OUR) INTEREST IN THE PROPERTY TO BE RECLASSIFIED IS AS:

_____ OWNER _____ AGENT _____ LESEE _____ OPTIONEE

APPLICANT _____
(Signature) (Address) (Phone Number)

OWNER(S) _____

(Signature) (Address) (Phone Number)

LIBERTY TOWNSHIP ZONING DEPARTMENT
7162 Liberty Centre Drive · Suite A · Liberty Township, Ohio 45069
Phone (513) 759-7500 · Fax (513) 759-7501

ADJACENT PROPERTY OWNERS

FOR LIBERTY TOWNSHIP ZONING DEPARTMENT USE ONLY

CASE # _____

DATE RECEIVED _____

List all property owners within two hundred (200) feet of subject property.

PROPERTY OWNER	ADDRESS	PARCEL NO.

PROPERTY OWNERS AFFIDAVIT

STATE OF OHIO
COUNTY OF BUTLER

I (we) _____,
hereby certify that we are all of the owners and of the real estate which is subject of the pending zoning application; that we hereby consent to the Board of Trustees of Liberty Township rezoning the real estate from _____ to _____; that we understand that our application will be considered and processed in accordance with the regulations as set forth by the Liberty Township Zoning Department and Zoning Resolution; that we agree to accept, fulfill, and abide by those regulations and all stipulations and conditions attached to the zoning request on the property by the Zoning Commission and / or Board of Trustees of Liberty Township. As owner(s) of the real estate which is the subject of the pending zoning application, I hereby consent to the Liberty Township Zoning Department temporarily placing a sign advertising the zoning request on the subject property. I understand my application will be heard at the earliest possible Zoning Commission meeting and I consent to my application being heard outside of the forty day requirement described in ORC Section 519.12, should scheduling require it. The statements and attached exhibits are in all respects true and correct to the best of my/our knowledge and belief.

Signature

Printed Name

Mailing Address

City, State, Zip

Phone

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

Notary Public

Person to be contacted for details, other than signatory:

Name	Address	Phone
------	---------	-------

**DESCRIPTION OF REQUEST AND REASONS FOR MAP AMENDMENT
LIBERTY TOWNSHIP ZONING DEPARTMENT
7162 Liberty Centre Drive, Suite A, Liberty Township, OH 45069
(513) 759-7500 • (513) 759-7501**

FOR LIBERTY TOWNSHIP ZONING DEPARTMENT USE ONLY

CASE # _____

DATE RECEIVED _____

APPLICANT SHOULD COMPLETE THIS SHEET ONLY IF REQUESTING A CHANGE IN ZONING OR PRELIMINARY PUD REVIEW.

The applicant should prepare definitive statements regarding the following: (use additional sheets if necessary)

- 1) What are the specific changes in the character and conditions of the area which have occurred to make the property no longer suitable or appropriate for the existing zoning classification or to make the property appropriate for the proposed zone district?

- 2) What is the benefit that the neighborhood or community as a whole will derive from this zone change?

- 3) Will the site be accessible from public roads which are adequate to carry the traffic that will be imposed upon them if the rezoning is granted, or will road improvement be required?

- 4) Has this rezoning been discussed with regard to traffic design with the Butler County Engineer's Office? When? Who?

- 5) Is the property currently or can it be serviced by public sewer and water and can proper drainage be provided?

- 6) What is the anticipated proposed use of the property and the character (architectural treatment) of the development?