



## Austin Center General Development Plan Application

To apply online please visit our website at: [www.miamitownship.com](http://www.miamitownship.com)

APPLICANT AND PROPERTY INFORMATION		STAFF USE ONLY
APPLICANT NAME		FILE INFORMATION
APPLICANT ADDRESS		
PROPERTY ADDRESS OR LOCATION		
PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS		
APPLYING FOR A MAJOR MODIFICATION TO THE FOLLOWING AREA COVERED BY AN EXISTING PLAN  ALL PHASE / SECTION _____		RECEIVED AMOUNT / CHECK #
AREA (S) CURRENTLY ZONED		CASE NUMBER (S)
PREFERRED CONTACT METHOD  EMAIL PREFERRED PHONE PREFERRED		ZC MEETING DATE
EMAIL		
PHONE		
OWNER CONTACT INFORMATION		
OWNER NAME		OWNER PHONE

LOCATION OF LAND	
THE AREA OF LAND SOUGHT FOR MODIFICATION CONTAINS _____ (ACRES / SQ FT) AND IS LOCATED ALONG THE (circle) <b>N</b> ORTH <b>S</b> OUTH <b>E</b> AST <b>W</b> EST SIDE OF _____ (STREET NAME) AND APPROX _____ (FEET) (circle) <b>N</b> ORTH <b>S</b> OUTH <b>E</b> AST <b>W</b> EST OF _____ (STREET NAME).	
THE AREA OF LAND FOR CONSIDERATION IS FURTHER DESCRIBED ON MICROFICHE # _____ AND/OR DEED BOOK # _____ PAGE # _____ AND IS LOCATED IN MIAMI TOWNSHIP, MONTGOMERY COUNTY, OHIO IN SECTION _____ TOWN _____ AND RANGE _____.	
TOTAL LAND AREA OF DEVELOPMENT AND/OR TOTAL MODIFICATION AREA	
ENTIRE DEVELOPMENT (ACRES / SQ FT)	TOTAL MODIFICATION REQUEST AREA (ACRES / SQ FT)

### COMMUNITY DEVELOPMENT

**DIRECTOR** CHRISTOPHER E. SNYDER 2700 LYONS ROAD MIAMI TOWNSHIP, OHIO 45342  
 planning@miamitownship.com phone (937) 433-3426 fax (937) 433-8709 www.miamitownship.com

**Development Information** *(Check box and fill out sections as applicable)*

RESIDENTIAL	NON - RESIDENTIAL	MIXED USE OR BOTH
-------------	-------------------	-------------------

**RESIDENTIAL DEVELOPMENT**

SINGLE FAMILY MULTI FAMILY NUMBER OF (1) BEDROOM UNITS _____ NUMBER OF (2) BEDROOM UNITS _____ OTHER (SPECIFY) _____	TOTAL LAND AREA OF RESIDENTIAL ONLY (ACRES / SQ FT)  TOTAL FLOOR AREA OF ENTIRE DEVELOPMENT (SQ FT)  NUMBER OF DWELLING UNITS
ENTIRE DEVELOPMENT	MODIFICATION AREA
AVERAGE SIZE OF DWELLING UNIT _____ BUILDING HEIGHT (SHOW ON PLANS) _____ DENSITY OF LAND ARE PER UNIT _____ SQ FT BUILDING COVERAGE _____ % OPEN SPACE PER UNIT _____ % IMPERVIOUS SURFACE COVERAGE _____ %	AVERAGE SIZE OF DWELLING UNIT _____ BUILDING HEIGHT (SHOW ON PLANS) _____ DENSITY OF LAND ARE PER UNIT _____ SQ FT BUILDING COVERAGE _____ % OPEN SPACE PER UNIT _____ % IMPERVIOUS SURFACE COVERAGE _____ %
NUMBER OF PARKING SPACES (surface and enclosed 9 x 18) _____	NUMBER OF PARKING SPACES (surface and enclosed 9 x 18) _____

**NON - RESIDENTIAL DEVELOPMENT**

TOTAL AREA OF NON - RESIDENTIAL ONLY (ACRES / SQ FT)	TOTAL FLOOR AREA OF ENTIRE DEVELOPMENT (SQ FT)
TOTAL FLOOR AREA BY USE _____ SQ FT _____ SQ FT _____ SQ FT	TYPES OF USES (ALSO INDICATE ON DEVELOPMENT PLANS) _____ _____ _____
ENTIRE DEVELOPMENT	MODIFICATION AREA
BUILDING HEIGHT (SHOW ON PLANS) _____ BUILDING COVERAGE _____ % IMPERVIOUS SURFACE _____ %	BUILDING HEIGHT (SHOW ON PLANS) _____ BUILDING COVERAGE _____ % IMPERVIOUS SURFACE _____ %
NUMBER OF PARKING SPACES (surface and enclosed 9 x 18) _____	NUMBER OF PARKING SPACES (surface and enclosed 9 x 18) _____

## Development Plan Approval

*The applicant shall prepare a definitive statement on how this plan will maintain compliance with each of these requirements. Please complete questions below or attach the necessary information and/or materials that show all necessary requirements are met.*

<p>Describe here or attach your schedule of development for the project and any phases or sections that are proposed. The development must be substantially completed within the period of time specified.</p>	
<p>What covenants, easements, or other provisions are provided in the planned development to protect the public health, safety, morals, and general welfare? (These may include such items as utility and drainage easements, homeowner's association rules, or landscape buffers and other design criteria. All easements, buffers, etc. must be shown clearly on the plan drawing.)</p>	
<p>Please list any other pertinent information that you feel should be taken into consideration regarding this request.</p>	

## Narrative of Request

In your own words, please **clearly describe** the request to which you are seeking approval ***in detail*** below. (If there is not enough space, please attach a separate sheet of paper describing your request.)

### COMMUNITY DEVELOPMENT

## APPLICANT CHECKLIST

Please confirm the following will be included with your submission by checking each corresponding box.

### THE APPLICATION FEE AND OWNER SIGNATURES

- Cash or check made out to "Miami Township". See fee schedule for application fees.
- Form must be signed (and notarized) by **ALL** owners of property proposed for rezoning or modification. This means **ALL** individuals listed on the recorded deed.

### REQUIRED SURVEY OF THE TRACT (EXISTING CONDITIONS)

Please provide all submitted plans in the following formats:

ONLINE APPLICATIONS:

- (1) To scale Full Resolution digital PDF

PAPER ONLY APPLICATIONS:

- (1) To scale (full size) printed set
- (1) 11x17 or 8.5x11 printed copy

A survey of the area to be rezoned or approved under a final development plan shall be prepared by a registered surveyor, engineer, or architect of the State of Ohio and be stamped or sealed with the endorsement of the person preparing the plans. The survey shall include the following:

*Changes necessary to the survey submitted with the preliminary plan. If no preliminary plan was filed, then a survey meeting the preliminary plan standards should be prepared.*

### REQUIRED PLOT PLAN & DRAWINGS (PROPOSED FEATURES)

Please provide all submitted plans in the following formats:

ONLINE APPLICATIONS:

- (1) To scale Full Resolution digital PDF

PAPER ONLY APPLICATIONS:

- (1) To scale (full size) printed set
- (1) 11x17 or 8.5x11 printed copy

The applicant must also provide a development plan that should include the following information:

- The boundary of the proposed development with bearings and distances indicated for all proposed boundary lines. The total area of the proposed development shall be indicated.
- The names of all adjacent property owners including those across the street from the proposed development.
- The zoning of all adjoining properties.
- Existing features on and within 100 feet of the site including topography at five (5) foot intervals, vegetation, wetlands or wet areas, all FEMA designated one hundred (100) year flood plain areas, roadways, road rights-of-way, sidewalks, structures, permanent facilities, drainage courses, easements, and all private and public utility lines.
- The location of existing underground and overhead utilities and easements.

#### COMMUNITY DEVELOPMENT

- Road and lot layout with written and graphic depictions of the amount of area dedicated to each type of land use proposed, including open space. A summary table showing total acres of the proposed development, and the number of acres devoted to each type of land use, including streets and open space, shall be provided on the plan.
- Road access and circulation plan to include method of traffic control in and out of the site and internal to the project.
- The types of uses and their extent, size and composition in terms of use, intensity, building height, building and parking lot setbacks and coverage shall be specified.
- The location of all proposed utility connections and tie in locations.
- The method and location of on-site storm water detention or retention designed to meet Montgomery County standards.
- Parking calculations and off-street parking and loading locations. Indicate locations of shared parking lots and cross access easements.
- Indicate and describe the location of common open space amenities including proposed parks, plazas, outdoor seating, art, formal walkways, paths, and natural areas located on common and private property.
- Pedestrian circulation system showing paths or sidewalks in existing or proposed right- of- way; internal connections leading from each structure to the existing or proposed external pedestrian system; and internal connections between buildings and parking lots and common areas within the project.
- Landscape plan showing the location of buffer yards, landscaping adjacent to road rights- of-way and a general planting plan. The plan shall identify, and label tree stands and individual trees to be preserved. Trees shall be identified by family, genus, and species as appropriate. New trees shall be labeled by caliper. Existing trees shall be labeled by diameter breast height.
- A phasing plan indicating the schedule of improvements for proposed structures, sidewalks, utilities, roadways, and landscape elements, etc. The phasing plans shall clearly indicate the timing of any retail development consistent with Section 2707.
- Written and/or graphic requirements for proposed building and site architecture. Building elevations shall note each area that meets specific requirements under the Architectural guidelines and how the requirement has been met with exact specifications, colors, textures, etc.
- Written and/or graphic requirements for streetscape elements and site lighting. A sufficient lighting plan showing compliance of the necessary lighting requirements.

**COMMUNITY DEVELOPMENT**

- Covenants and restrictions indicating proposed management practice and maintenance requirements of all common areas.
- The location of all proposed fire hydrants and the width of all fire lanes.
- Other documentation needed for the evaluation of the development plan as may be needed to evaluate the general concept of the proposed development.

### FINAL SET OF PLANS – AFTER APPROVAL

**Once approved by the Zoning Commission and/or the Board of Trustees, the applicant will be required to provide (1) full scale-able copy of printed plans and (1) PDF of the same.** This plan must reflect any required conditions, such as buffers, building restrictions, covenants, etc., that are required clearly on the plan sheet. This plan will be kept in the file as the approved plan and all items agreed to and approved by the Zoning Commission and/or Board of Trustees must be built and/or regulated as shown and approved by the Board of Trustees.

***I, the undersigned, have read and understand all the above information and have provided all the necessary materials, forms, and information to the best of my knowledge. I have reviewed the attached statements and documents and believe them to be true to the best of my knowledge. I understand that my application will be considered and processed in accordance with the regulations set forth by the Miami Township Zoning Resolution. I understand that the materials provided within this document are subject to public record and will be considered in rendering a decision on this request. I further understand that additional information may be required by Miami Township Staff to further proceed with this hearing.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

#### COMMUNITY DEVELOPMENT



Property Owner(s) Affidavit

Property and Applicant Information

Property Address or Parcel Number(s) Associated with this Application
Type of Application (or Case#)
Applicant's Printed Name or Company
Applicant's Phone
Applicant's Signature
Date

Property Owner(s) Affirmation - (Must be sworn to and signed in front of a notary.)

I (we), \_\_\_\_\_
Printed Owner(s) Name

Hereby affirm that I am (we are) the owner(s) of one (1) of the above noted properties. I (we) understand that the above applicant has submitted an application regarding my(our) property that will be considered and processed in accordance with the regulations set forth by the Miami Township Zoning Resolution. I (we) authorize Miami Township to enter and place a Public Hearing Notification sign on the property, photograph said property, and/or obtain aerial imagery on above the property as needed from now until the conclusion of these proceedings. I (we) understand that the materials provided by the applicant are subject to public record and will be considered in rendering a decision on this request.

Owner #1 Signature
Owner #1 Printed Name
Date
Owner #1 Mailing Address
Owner #1 Phone Number

State of \_\_\_\_\_, County of \_\_\_\_\_ } ss.
Being duly sworn/affirmed, \_\_\_\_\_ personally appeared before me and subscribed in my presence on this day, \_\_\_\_\_ 20 \_\_\_\_\_.
Notary Stamp
Notary Public Signature
My Commission Expires

Owner #2 Signature (if applicable)
Owner #2 Printed Name
Date
Owner #2 Mailing Address
Owner #2 Phone Number

State of \_\_\_\_\_, County of \_\_\_\_\_ } ss.
Being duly sworn/affirmed, \_\_\_\_\_ personally appeared before me and subscribed in my presence on this day, \_\_\_\_\_ 20 \_\_\_\_\_.
Notary Stamp
Notary Public Signature
My Commission Expires



## Hearing Information for Zoning Commission Applicants

Please **keep this information** to assist you through the process after your application is submitted.

### MIAMI TOWNSHIP STAFF PROCESS

**Pre-Application Meeting** with the Staff of the Miami Township Planning & Zoning Department (Recommended). The Staff is under no obligation to provide a formal recommendation at the time of the pre-application meeting, and any formal staff recommendation will be made only upon submission and review of a completed application. No statement made by Staff is binding on either the Zoning Commission or the Board of Trustees.

**Submission of Completed Application.** All documents and plan drawings must be submitted at this time.

**Montgomery County Planning Commission Review.** Materials are forwarded to the county planning commission for review and formal recommendation if required or otherwise deemed necessary by Miami Township. You may contact the County at 225-4351 for the dates and times of their meetings. Materials may also be forwarded to other departments and outside agencies/organizations as required or deemed appropriate by Staff.

**Legal Notices are Prepared** and placed in the newspaper and/or mailed to residents as required by the Miami Township Zoning Resolution.

**Staff Report is Prepared** and submitted along with application materials to the Miami Township Zoning Commission.

### HEARING BY ZONING COMMISSION

- § The case is placed on the agenda by the Staff. The chair of the Zoning Commission may modify the order in which cases are heard at his/her discretion.
- § The Zoning Commission opens the case.
- § All speakers should speak only to the Zoning Commission and the Chairman may establish a time limit on speakers. Upon request, the chair may authorize questions of the Staff.
- § A staff report is presented by one of the members of the Planning & Zoning Department. This will include a reading of the Montgomery County Planning Commission recommendation, if such recommendation was required for the case.
- § The applicants or their representative presents the case to the Zoning Commission.
- § Proponents of the case are given an opportunity to speak.
- § Opponents of the case are given an opportunity to speak
- § The Zoning Commission will close the public hearing and enter into deliberations on the case.
- § Planned Development requests require a review of the Findings of Fact standards of Article 31.
- § The Zoning Commission will recommend to the Board of Trustees that the case be approved, denied, or approved with modifications or conditions.
- § Once the Zoning Commission has taken final action; the case, along with the recommendation of the Zoning Commission, is forwarded to the Board of Trustees. Depending upon the request, legal notices must again be mailed and placed in the newspaper for the Trustee's hearing.



## HEARING BY BOARD OF TRUSTEES

- § Staff places the case on the agenda. The President of the Board of Trustees may modify the order in which cases are heard at his/her discretion.
- § The Board of Trustees opens the case.
- § All speakers should speak only to the Board of Trustees and the President may establish a time limit on speakers. Upon request, the President may authorize direct questions of the Staff.
- § A staff report is presented by one of the members of the Community Development Department. This will include a reading of the Montgomery County Planning Commission recommendation, if such recommendation was required for the case. The Zoning Commission recommendation will be read.
- § The applicants or their representative presents the case to the Board of Trustees.
- § Proponents and opponents (if any) of the case are given an opportunity to speak.
- § The Board of Trustees will close the public hearing and enter into deliberations on the case.
- § Planned Development requests require a review of the Findings of Fact standards of Article 31.
- § The Board of Trustees will vote to approve, deny, or approve with modification the Zoning Commission recommendation. A unanimous vote of the Board of Trustees is required to overturn or modify the Zoning Commission recommendation.
- § If the Board of Trustees ultimately approves the case, the change will become effective thirty (30) days from the date of approval. Final Development Plans and modifications to planned developments not involving a rezoning are effective immediately upon approval by the Board of Trustees.

## GENERAL INFORMATION FOR APPLICANTS AND OWNERS

All **applicants and property owners** should review the latest comprehensive planning documents and the most current zoning resolution available as it pertains to the area proposed for rezoning or modification prior to submittal of an application.

All materials submitted as part of this application are **public record** and will be made available for review upon request of any interested party.

The application, and any other relevant information, may be **submitted to outside agencies and organizations, both public and private**, that the Staff, Zoning Commission, or Board of Trustees desire to have review said materials. These may include, but are not limited to, the Ohio Department of Transportation, Montgomery County, local school districts, and local utilities. This review in no way removes the applicant's responsibility to ensure compliance with the rules and/or regulations of any of these outside agencies or organizations.

By submitting this application, the applicant and property owners grant **permission to place public notice signs on the property and take photos**. Aerial photography of the site may also be utilized in reviewing an application.

**Inaccurate or incomplete information** provided with or within the application package may delay the processing of the application and/or delay any scheduled public hearings. The Zoning Commission and/or Board of Trustees may table the case due to missing or incomplete information.

**Applicants are expected to attend all public hearings regarding the application**, and a failure to appear could result in the postponement of action on the application, and final action will be left to the discretion of the Zoning Commission or Board of Trustees within the constraints of the Miami Township Zoning Resolution. You may send a representative on your behalf.

**All owners of the property must sign and have notarized the property owner's affidavit as part of any application. Please print additional pages of this form if needed.**