



## Minor Modification (MM) Application

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

Applicant and Property Information		STAFF USE ONLY
TOWNSHIP ROPERTY ADDRESS OR LOCATION OF REQUEST		RECEIVED BY:
PROPERTY PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS		
APPLICANT NAME		STAFF APPROVAL:
APPLICANT ADDRESS		TOWNSHIP ADMINISTRATOR APPROVAL:
ADDRESS _____		RECEIVED AMOUNT / CHECK #
CITY _____ ZIP _____		
PREFERRED CONTACT METHOD <input type="checkbox"/> EMAIL PREFERRED <input type="checkbox"/> PHONE PREFERRED	APPLICANT EMAIL	CASE NUMBER (S)
		MEETING DATE
Owner Contact Information		
PROPERTY OWNER NAME (IF DIFFERENT THAN APPLICANT)		OWNER PHONE
OWNER ADDRESS		OWNER EMAIL
Reasons for Need of Minor Modification: <i>(Include another sheet of paper if there is not enough room below)</i>		
1. Explain the proposed minor modification. (Include or attach type of use, proposed improvements, sketches of revised building or site, and other material pertinent to the modification.)		
2. List other comments that are pertinent to consideration for a minor modification.		
3. If your request involves changes to the site plan, landscape plan, or lighting plan please include existing conditions and modified plan drawings in the following formats where applicable.		
<b><u>ONLINE APPLICATIONS:</u></b> <input type="checkbox"/> (1) To scale Full Resolution digital PDF		<b><u>PAPER ONLY APPLICATIONS:</u></b> <input type="checkbox"/> (1) To scale (full size) printed set <input type="checkbox"/> (1) 11x17 or 8.5x11 printed copy

*I, the undersigned, have read and understand all the above information and have provided all the necessary materials, forms, and information 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 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.*

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

\_\_\_\_\_  
Date

### 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



## Information for Minor Mod Applicants

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

### MIAMI TOWNSHIP STAFF PROCESS

**Pre-Application Meeting** - A meeting with the Staff of the Miami Township Community Development Department is 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.

**Classification and Application** – Staff will review request to classify the request as a minor or major modification and the completed application, all documents, and plan drawings must be submitted at this time

**Review and Consultation** – Staff will review the completed application, and if necessary, contact the applicant to discuss any requested changes from the Staff. Applicant may amend request or keep request unchanged.

**Approval or Denial by Staff** – Staff will approve or deny the requested modification in its original format or as amended by the applicant. Approval must receive the concurrence of the Township Administrator.

### IF YOUR REQUEST FOR MINOR MODIFICATION IS DENIED BY STAFF

If your request for minor modification is initially denied, the applicant may appeal the case to the Miami Township Board of Trustees and it will be placed on the next available Board of Trustees agenda.

**The Board of Trustees Meeting** - The Board of Trustees opens the case. All speakers should speak only to the Board of Trustees. The Board 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 to the Board of Trustees.

The applicants or their representative may present the case to the Board of Trustees

All Proponents and/or opponents are given an opportunity to speak on the case.

The Board of Trustees will close the hearing and enter into deliberations on the case and then the Board of Trustees will vote to approve, deny, table, or approve with modification the requested minor modification.

#### COMMUNITY DEVELOPMENT

## 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 MINOR MOD APPLICANTS

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 if necessary 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.

**If appealed, 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 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.***



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