



Preliminary Development Plan (PDP) or
Major Modification to a Preliminary Development Plan (MJM to PDP)

To apply online please visit our website at: 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	EMAIL _____ PHONE _____	ZC MEETING DATE
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) N ORTH S OUTH E AST W EST SIDE OF _____ (STREET NAME) AND APPROX _____ (FEET) (circle) N ORTH S OUTH E AST W 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)

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

RESIDENTIAL	NON - RESIDENTIAL	MIXED USE OR BOTH
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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) _____

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Development Plan Approval

The applicant shall prepare a definitive statement on how this plan or modification 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 this portion of the project.</p>	
<p>How will the site be accessible from public roads that are adequate to carry the traffic that will be imposed upon them by the proposed development, and provide for pedestrian accessibility and connectivity throughout the design?</p>	
<p>How will the development adequately address issues related to compatibility with adjacent uses, environmental issues, and overall design compatibility, including lighting and landscaping and do so in a manner that improves upon what could be achieved under the non-PD zoning standards?</p>	
<p>How does the development or development standards produce a superior design and construction product than what would normally occur under the non-PD zoning standards?</p>	
<p>Is the development or developments standards in accordance with the goals and policies of the Comprehensive Plan?</p>	
<p>Describe how the project and/or standards proposed mitigate any potential significant impacts associated with the proposal, including maintaining a minimum 100 foot distance from a business or manufacturing structure to a residential building outside of the Planned Development District, and will not cause an undue burden on public on public service and facilities including, but not limited to, fire and police protection.</p>	

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Other Considerations

<p>The Planned Development must comply with Montgomery County storm water requirements. How does your proposal meet this requirement?</p>	
<p>What provisions have been or will be made for the care and maintenance of common open space and/or recreational facilities? (Attach copies of any restrictive covenants to be recorded and also any proposed bylaws and articles of incorporation for entity responsible for common open space.)</p>	

Site Planning Standards

The site plan, landscaping plan, and lighting plan during the preliminary or final review shall provide, among other things:

- A. The physical character of the site shall be suitable for development in the manner proposed without hazards to persons or property on or off the site from probability of flooding, erosion, subsidence, or slipping of the soil or other dangers, annoyances, or inconveniences.
- B. The site shall provide access to streets that are of adequate size to handle the proposed traffic from the development. Where possible or as required for the provision of emergency services, the site design should provide multiple connection points to more evenly distribute traffic into and outside of the proposed development area. It must either be so located in relation to utilities and public facilities existing or to be developed so that no additional public expense will be involved.
- C. Efficient, safe, convenient, and harmonious grouping of structures, uses, and facilities to protect existing natural features and to screen more intense uses.
- D. Location of common open space, existing and protected trees, and other similar site amenities.
- E. Protection of pedestrian and traffic visibility.
- F. Screening of off-street parking areas, and service areas for loading and unloading vehicles, and areas for storage and collection of trash and garbage.
- G. Where the Planned Residential District abuts another Residential District a permanent open space at least twenty-five (25) feet wide shall be provided along the property lines. A patio enclosure or similar type addition to an existing single-family detached residence may extend ten (10) feet into this open space, subject to approval as a Major Modification. A ten (10) foot depth along the property lines shall be maintained in landscaping and no driveway or off-street parking shall be permitted in such area.
- H. Location of light poles, bollards, and other fixtures that emit light.

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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.)

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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

- A plot plan 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. Landscaping should be shown on a separate sheet, if it would otherwise obscure necessary information on the plot plan and will have to be stamped by a registered landscape architect upon submission for a zoning certificate. The plot plan/drawings shall include the following:
 - In the case of residential developments, the overall density proposed and the location of all proposed lots, dwellings units, etc. shall be shown on the plan and the total number of units listed on the plan.*
 - The location and arrangement of all proposed buildings, storage areas, refuse collection areas, fences, etc. Proposed use of each building should be shown on plan.*
 - The location and dimensions of all proposed and required setbacks for buildings and parking areas should be shown with a continuous line or similar marking.*
 - Location of all proposed parking areas, loading areas, walks, drives and paved areas of any kind. Proposed traffic circulation pattern should also be indicated for all commercial projects.*
 - Location of all proposed open spaces, parks, playgrounds or other recreational facilities and areas.*

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- The location, quantity, species, and size of all proposed landscaping.
- The location of all existing trees or other vegetation to be preserved. Indicate construction limits or other areas that will be kept and marked as off limits to equipment or other work.
- The percentage and location of all impervious surface areas.
- The percentage of building coverage.
- A color rendering or elevation drawing of all proposed buildings.
- Location, size, and height of any proposed signs (indicate if a variance from the resolution is requested), building signage should be shown on elevation drawings.
- Location, height, type, and coverage area of all proposed exterior lighting.
- Location of all proposed storm water detention or retention facilities.
- Numerical information, such as number of parking spaces, lot density, housing units, etc. should be shown in a table on the first page of drawings. Location and proposed dimension of any street landscaping buffers and stream or river buffers.
- Proposed front, rear, and side setbacks for all buildings and parking areas shall be indicated in a table and shown on the plan drawing.
- An indication by drawing of the stage or phase that the final development plan represents in relation to the overall preliminary plan.
- A title, date, scale, and north arrow must be provided on each drawing.
- The current plan version or revision date should also be clearly indicated on each plan sheet
- Any additional information desired by the applicant or requested by the Zoning Commission or Board of Trustees.

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 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

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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.