



MIAMI TOWNSHIP ZONING COMMISSION

2700 LYONS ROAD
MIAMI TOWNSHIP, OH 45342
(937) 433-3426

**Architectural Review Application - Static & Digital Gateway Outdoor Advertising
in the B-3 and B-4 Business Districts**

FOR MTZC USE ONLY: CASE NO. _____ DATE FILED _____

Property, Project, & Owner Information

NOTE: In addition to being noted here, the plot plan, elevation, and architectural drawings **MUST** also clearly show all dimensions, setbacks, heights, etc. as required

1. Property Owner: _____

Tel.: _____

2. Project Location/Address: _____

3. Parcel ID# _____ 4. Lot No. (if applicable) _____

4. Proposed Type of Outdoor Advertising Sign: Static Digital

5. **Setback** - Indicate distance of the new structure in feet to the applicable property line or right-of-way: Distances must also be shown on plot plan.

Front _____ Rear _____ Side _____ Side _____
Circle (N S E W) (N S E W)

6. **Sign Dimensions** - List the dimensions of each sign face requested
(Must also be shown on drawings)

	Length	Width	Total Height	Area of Sign
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____

7. **Structure Dimensions:** Length _____ Width _____
(Must also be shown on plot plan)

8. **Height of Proposed Sign Structure** _____ (from finished grade)

Applicant Information

Contact's Name: (please print)

Contact's Address:

Tel.: _____

Minimum Required for Submission:

- Completed Application
- 7 Copies of a Plot Plan*
- 7 Sets of Elevation and Architectural Drawings*
- 7 Sets of Specification Sheets*
- 7 Copies of Letter of Intent*
- 1 Copy of Deed and Legal Description for Parcel
- Material Sample Board (Optional, but recommended and may be provided at hearing)
- Application Fee

*See Article 41, Section 4103.01 for further description of the items necessary for review.

[Staff Use Only]

Zoning District _____

Fee \$ _____

SECTION 4103 SUBMISSION REQUIREMENTS

Site Plan & Design Standards from Article 41, Section 4103. The following design standards are provided for reference below. Please Refer to Section 4103 of the Miami Township Zoning Resolution for additional information. In addition to the fee and application, the following items shall be provided:

- Site plan, noting the exact location of the road right of way upon which the proposed sign will front and the exact distance from said road right of way that the proposed sign will be located, along with the general dimensions of the lot upon which the sign will be located
- Elevation drawings noting the exact dimensions of the sign, including sign height, sign length, sign width, sign depth, the precise dimensions of the digital display portion and all other sign display areas
- Architectural drawings noting each architectural detail, including materials and colors
- Spec sheet noting the type of automatic dimming equipment provided on the proposed sign to regulate light levels, the physical pitch of the digital or electronic display, color capability of the sign, and any other specifications required by this resolution.
- Letter of intent - Signed and notarized by the owner of the land, upon which said sign is proposed to be located, indicating that they have agreed to permit the location of the proposed sign on their property. This shall not be construed to require a final lease agreement on the part of the sign or land owner at the time of application.
- It is the intent of the following architectural design standards to create sign structures that are both community focal points and represent a blending of traditional architectural design with modern technology. The sign structures should utilize several techniques to create pronounced yet human scale elements that subdivide the structure into distinct sections and create the illusion of a more substantial building. The architectural design shall utilize design elements such as offsets, arches, recesses, protrusions, and integrally textured elements such as decorative stone or brick, in such combination as to create a unique, inviting, and decorative focal point for the community. The architectural design shall encase the support structures of the sign such that the sign appears incorporated into a larger overall decorative structure. Structures shall have a defined base and cap. Colors utilized for the sign structure shall be earth toned and compatible with traditional brick and natural stone colors. The design shall not utilize neon, fluorescent, bright primary colors, metallic colors or other similar high intensity colors. The Zoning Commission may permit small trim areas or specific letters, symbols and figures to utilize glossy, shiny, or other bright colors as will not represent a significant portion of the overall design and will not present a hazard to the travelling public.

Zoning Commission Procedures & Owner/Applicant Affidavit

Submission Process for General Development Plan

- **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 the Zoning Commission.
- **Submission of Completed Application.** All documents and plan drawings must be submitted at this time.
- **Legal Notices are Prepared** and mailed to property owners within 300 feet of the subject parcel 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.
- 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 approve, deny, or approve with modifications or conditions.

Additional Information

Each applicant and property owner should review the Miami Township Zoning Resolution Article 41, Section 4103.01 prior to submittal of an application.

The application, and any other relevant information, may be submitted to outside agencies and organizations, both public and private, that the Staff and Zoning Commission 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.

The staff of Miami Township may drive by the property and take photos of the property. Aerial photography of the site may also be utilized in reviewing 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.

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 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 general action will be left to the discretion of the Zoning Commission within the constraints of the Miami Township Zoning Resolution.

AFFIDAVIT – Attach additional signature pages, if needed

Before completing this application and executing the following affidavit, it is recommended that this application be discussed with the Staff of the Miami Township Zoning Commission. A signed and notarized Letter of Intent from the property owner **must** accompany this affidavit.

APPLICANT'S AFFIDAVIT

STATE OF OHIO
COUNTY OF MONTGOMERY

(I/We) _____ being duly sworn, depose and say that the foregoing statement herein contained and attached, and information or attached exhibits thoroughly to the best of my/our ability present the arguments in behalf of the application herewith submitted and that the statements and attached exhibits above referred to are in all respects true and correct to the best of my/our knowledge and belief. I/we the undersigned applicants do hereby declare that I/we have read the information provided within this application packet and have initialed each page. I/we further understand that each request is unique and may require additional information.

(signature)

(signature)

(mailing address)

(mailing address)

Phone: _____

Phone: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public

Person to be contacted for details, other than above signatory:

(name) (address) (phone)