



## Re-Zoning (RZ) Application

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

*\*Please attach a copy of the legal description of the land sought to be reclassified along with your application.*

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(S) CONTACT INFORMATION		
OWNER(S) 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 ZONING REQUEST		
ENTIRE DEVELOPMENT (ACRES / SQ FT)		TOTAL MODIFICATION REQUEST AREA (ACRES / SQ FT)

**Development Plan Approval**

*The applicant shall prepare a definitive statement on how this **Zoning Change** will fulfill each of the following requirements. Please complete questions below or attach the necessary information and/or materials that show all necessary requirements are met.*

Explain the proposed use of the land if reclassified. (Type of use, proposed improvements, sketches of new building, and other material pertinent to the reclassification.)	
How does the proposed reclassification and subsequent development relate to the existing and future land use character of the neighborhood?	
How will the reclassification be desirable to the neighborhood?	
If it is your position that the present zoning is not related to the public health, safety, or morals, please set forth all facts that would tend to support this position.	
List other comments that are pertinent to consideration for reclassification. These are listed in the requirements and instructions to be followed in securing a change in zoning.	

**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.)

***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



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.**