



Landscape Site Review (LSR) Application

To apply online please visit our website at: www.miamitownship.com

APPLICANT AND PROPERTY INFORMATION		STAFF USE ONLY
APPLICANT NAME		FILE INFORMATION
APPLICANT ADDRESS		
SHOPPING CENTER SIGN PROPERTY ADDRESS OR LOCATION		
PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS		RECEIVED AMOUNT / CHECK #
NAME OF BUSINESS / SHOPPING CENTER	AREA (S) CURRENTLY ZONED	CASE NUMBER (S)
PREFERRED CONTACT METHOD	EMAIL	ZC MEETING DATE
<input type="checkbox"/> EMAIL PREFERRED <input type="checkbox"/> PHONE PREFERRED	PHONE	
OWNER CONTACT INFORMATION		
OWNER NAME		OWNER PHONE

The applicant shall provide statements below that address the following as it pertains to how this **Landscape Site Review** application under **Section 603 of the Miami Township Zoning Resolution**. Please attach any additional information as needed and/or other materials that support your statements regarding the following.

<p>List and describe all types of easement and other restrictions recorded with Montgomery County, which concern this property. If any previous application has been filed in connection with this property, please provide the date(s) of which they were submitted.</p>	
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405.02 A. Description of Property and Nature of Landscaping

<p>Statement of special circumstances or conditions applying to the land or structure that would prevent the applicants from meeting the standard landscape requirement, but not applying generally throughout the Zoning District.</p>	
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Landscape Site
Review Application

Statement showing that the approval of the landscape plan is necessary to the preservation and enjoyment of substantial property rights and will not have an adverse effect on neighboring properties.	
Statement of specific measures taken to enhance landscaping in other areas of the property to mitigate a deviation from the standards.	
Such other information regarding the application as may be pertinent.	

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.)

Application 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 PLOT PLAN & DRAWINGS

Please provide a plot plan drawing along with this application that illustrates the following:

1. The boundaries and dimensions of the lot.
2. The location of all landscaping to be used towards meeting the landscaping standards, including tree caliper, type, height of evergreens, species, projected mature height of all trees, etc.
3. The size and location of all existing signage and all proposed structures, including accessways, walks and off-street parking.
4. The use of land and location of structures within 100 feet of the subject property.

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

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.