



## Site Plan Review Application (SPR)

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

Applicant and Property Information		STAFF USE ONLY
TOWNSHIP PROPERTY ADDRESS OR LOCATION OF REQUEST		FILE INFORMATION
PROPERTY PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS		
APPLICANT NAME		
APPLICANT ADDRESS		RECEIVED AMOUNT / CHECK #
ADDRESS _____		
CITY _____ ZIP _____		CASE NUMBER (S)
PREFERRED CONTACT METHOD  <input type="checkbox"/> EMAIL PREFERRED <input type="checkbox"/> PHONE PREFERRED	APPLICANT EMAIL	
		MEETING DATE
APPLICANT PHONE		
Owner Contact Information		
PROPERTY OWNER NAME (IF DIFFERENT THAN APPLICANT)		OWNER PHONE
OWNER ADDRESS		OWNER EMAIL

### PLAN SETS REQUIRED OF APPLICANT

**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

- Site Plan-** Must show parking, building location and setbacks, dumpster location, and utility placement.
- Building Elevations-** Must show all four facades with building materials detailed, placement of rooftop mechanicals, and building height. Must include dumpster enclosure and wall elevations where applicable.
- Lighting Plan-** Must show light levels over the entire site in foot candles, specifications of light poles including height, style, and fixture. Must confirm color temperature of LED lights provided.
- Landscape Plan-** Must show all trees proposed, caliper, impervious surface and building calculations, and detail how you meet the Miami Township Zoning Resolution Article 45-A.
- Material Board-** Must include all materials that are proposed including labels that correspond to the building elevation drawings provided.

TYPE OF DEVELOPMENT (FILL OUT SECTIONS BELOW IF APPLICABLE)

**RETAIL DEVELOPMENT**

TOTAL BLDG. AREA	
TOTAL LAND AREA	

BUILDING HEIGHT (SHOW ON PLANS)	_____
BUILDING COVERAGE	_____ %
IMPERVIOUS SURFACE COVERAGE	_____ %
NUMBER OF PARKING SPACES	_____

**OFFICE DEVELOPMENT**

TOTAL BLDG. AREA	
TOTAL LAND AREA	

BUILDING HEIGHT (SHOW ON PLANS)	_____
BUILDING COVERAGE	_____ %
IMPERVIOUS SURFACE COVERAGE	_____ %
NUMBER OF PARKING SPACES	_____

**DEVELOPMENT PLAN APPROVAL**

The applicant shall prepare a definitive detailed statement on how this plan/site review will fulfill each of the following requirements.

<p>1. Describe here (or attach) your schedule of development for the project and any phases or sections that are proposed. The development must be substantially completed within the period of time specified.</p>	
<p>2. What covenants, easements, or other provisions are provided in the development to protect the public, health, safety, morals, and general welfare? (These may include such items as utility and drainage easements, homeowner's association rules, or landscape buffers and other design criteria. All easements buffers, etc. must be shown clearly on the plan drawing.)</p>	

**NARRATIVE 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.)

# Site Plan Review Application

## 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:

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- (1) To scale (full size) printed set
- (1) 11x17 or 8.5x11 printed copy

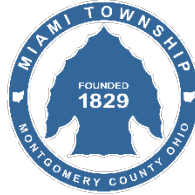
***I, the undersigned, have read and understand all the above information and have provided all the necessary materials, forms, and information and believe them to be true to the best of my knowledge. I understand that my application will be considered and processed in accordance with the regulations 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.***

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Applicant Signature

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Date



## Hearing Information for Zoning Commission Applicants

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

### MIAMI TOWNSHIP STAFF PROCESS

**Pre-Application Meeting** with the Staff of the Miami Township Community Development 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. If a complete application is not received by the deadline to make the meeting, the case will be heard at the next month's regularly scheduled meeting date.

**Legal Notices are Prepared** and placed in the newspaper and/or mailed to residents as required by the Miami Township Zoning Resolution.

**Staff will review the case** and request answers to specific questions. These answers, if provided in time, will be incorporated into the full report which is prepared for the Zoning Commission to review prior to the case being heard.

**Staff Report is Prepared** and submitted along with application materials to the Miami Township Zoning Commission.

### SITE PLAN HEARING APPROVAL REQUIRED

The following sites shall be required to submit for site plan approval:

1. Sites that involve the creation of a new lot, regardless of whether the new lot is being created out of an existing parking lot or other improved area;
2. Construction of a new principal building on a previously vacant property or portion of the property that did not previously have a principal structure;
3. Demolition and redevelopment of a site that includes a new principal building; or
4. Sites or structures that require architectural review or interpretation of specific architectural design elements to determine consistency with the design standards of this section;
5. Previous use of the proposed site for a parking lot or other ancillary use by another structure does not preclude the new structure or site from the requirement for a Site Plan Hearing under this Section.

### EXISTING SITES

Depending on whether a site is requesting a façade renovation or to add square footage, the following standards of this article must also be met.

1. **Façade Renovation** (any changes to the exterior of the building, including new windows and doors)  
**Landscape Design.** All frontage trees and 25% of other required site trees must be planted per Article 45-A. For this requirement frontage trees do not count towards the 25%.
2. **Additional Building Square Footage** (any addition to the primary building or request for an accessory building)

**Landscape Design.** All frontage trees and 50% of other required site trees must be planted per Article 45-A. For this requirement frontage trees do not count towards the 50%.

3. **New Construction** (all new construction on existing lots or greenspace) must meet all standards of Article 7 of the Miami Township Zoning Resolution.

#### APPLICATION TO THE ZONING COMMISSION

All new construction or development and any existing site that requires site plan approval under Section 7.3.C.3 shall have a complete site plan reviewed by the Zoning Commission with authority and notification process defined in Article 6, Section 603. The Development Plan together with an application and fee shall be filed with the Township Community Development Department. The application package must be submitted at least thirty (30) days prior to a regular Zoning Commission meeting to be placed on the next meeting agenda.

1. The Development Plan and application shall be completed in full, and indications as to why any section is not able to be completed shall be noted. The Township has the right to refuse an application if required items are missing. In such case, the Township shall notify the applicant in writing or by electronic mail within one week indicating which items are missing if the application is not complete and is being refused. The applicant has the right to resubmit drawings and have the case placed on the following month's agenda, provided all required elements are provided, without additional fees.
2. The development plan shall be distributed to appropriate local, county and state officials and bodies for review and written comment within one week from the time the application materials were received provided that the Township finds that the application is complete.
3. Written comments received from reviewing agencies should specify any deficiencies in the development plan and make recommendations as appropriate. The Township may assume the review agency does not have concerns or comments in the absence of a written response.
4. The Zoning Commission shall review the development plan in relation to applicable standards and regulations, and in relation to the intent and purpose of this Resolution. The Zoning Commission shall consider the comments and recommendations received from Miami Township Staff and any other agency or organization that has submitted comments.

#### COMMISSION ACTIONS

The Commission will make one of the following decisions on each case.

- 1) **Approval.** Upon determination that a development plan complies with the standards and requirements of this Article and other applicable ordinances and laws, the Commission shall approve the plan.
- 2) **Approval Subject to Conditions.** Upon determination that a development plan complies except for slight adjustments, the conditions for approval shall be identified and the applicant shall be given the opportunity to correct the site plan. The Commission may waive its right to review the revised plan, and instead recommend the Community Development Director or his/her designee review and approve the re-submitted plan if all required conditions have been addressed.
- 3) **Denial.** Upon determination that a development plan does not comply with the standards and regulations set forth in this resolution or requires extensive revision to comply with said standards and regulations, the Commission shall deny development plan approval.

#### EXPIRATION OF DEVELOPMENT PLAN APPROVAL

If a zoning certificate is not obtained within one (1) year of site plan approval, the Zoning Inspector shall not issue a zoning certificate until:

- 1) The applicant applies for an extension prior to the expiration of the development plan including any applicable fees for the extension hearing and is granted an extension, not to exceed six (6) months by the Zoning Commission. The Zoning Commission may grant an extension up to two (2) times if deemed appropriate by the Zoning Commission; or

2) A new site plan is prepared and submitted for approval to the Zoning Commission under the standard procedures of this Article.

## 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.***



## 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