

Re-zoning Application

INSTRUCTIONS

For completing the Application for a Zoning Amendment

1. This form requests information that will help township officials and the Regional Planning Commission make informed decisions on rezoning.
2. The applicant should make an appointment with the zoning inspector to complete the form.
3. Please print, type or write with a legible hand with black ink.
4. If additional space is needed to supply any of the requested information, attach that information to this form on separate pages. Number those pages 5, 6 and so on. Label each addition with the letter and number to which the additional information applies.
5. Additional forms are available from the Regional Planning Commission.

NOTE TO TOWNSHIP

1. When you accept the completed forms, remove and discard this coversheet.
2. Enter the name of your township and your application number in the spaces provided on each page. Also add township name and number to any additional sheets of information.
3. Complete line "w" at the bottom of page 1.
4. Take the form immediately to the Office of the Director of Planning where line "x" can be completed and the entire form copied.
5. The Office of Planning shall keep the copy. The townships shall retain the original.

PROCEDURE

1. Initiation of Amendments. Amendments may be started three different ways:
 - a. The zoning commission may propose an amendment.
 - b. The Township Trustees may propose an amendment and send their proposal to the zoning commission for a recommendation.
 - c. A property owner may propose an amendment and submit an application form.
2. Submission to the Regional Planning Commission. Within five days, the zoning commission must submit the proposed amendment to the Regional Planning Commission. The planning commission makes a recommendation to the zoning commission that is considered at the public hearing held by the zoning commission.
3. Submission to the State Transportation Director. Section 5511.01 of the Ohio Revised Code requires that before any zoning amendment is approved affecting land within 300 feet of a proposed new highway or a highway for which changes are proposed, or within a radius of 500 feet from the point of intersection of a proposed change with any public road, the Director of the Ohio Department of Transportation must first be notified and given 120 days to respond. The zoning commission should proceed with its hearing and approval but the Township trustees cannot take final action on the amendment until the Director notifies them concerning his intentions to acquire the land. If the Director initiates proceedings to acquire the necessary right-of-way, the Township trustees must refuse to approve the rezoning. If he is not going to initiate proceedings to acquire the land, the Township trustees proceed normally.
4. Public Hearing by Zoning Commission. The zoning commission must hold a public hearing on the proposed amendment not less than 20 nor more than 40 days from the receipt of the amendment. The length may be greater than 40 days when substantial compliance of the Regulations can be demonstrated.
5. Notice of Public Hearing in Newspaper. The zoning commission must publish a notice of the proposed hearing in a newspaper at least 10 days prior to the public hearing.
6. Notice to Property Owners by the Zoning Commission. If the amendment proposes to rezone 10 or fewer parcels of land, a written notice of the public hearing must be sent to all property owners within, contiguous to, and directly across the road from the land to be rezoned. This notice must be sent at least 10 days before the hearing is held by first class mail. The notice that is published and mailed must contain specific information as required by the Ohio Revised Code. Consult the prosecuting attorney about this requirement.
7. Recommendation by Zoning Commission. The zoning commission must, within 30 days after the hearing, make a recommendation to the township trustees. They must also submit the recommendation received from the Regional Planning Commission, as well as all other documents received, including applications, texts and maps.
8. Public Hearing by Trustees. After receiving the recommendation, the Township trustees must set a public hearing not more than 30 days from the date of receipt of the commission's recommendation.
9. Notice of Public Hearing in Newspaper. The Township trustees must publish a notice of the public hearing in a newspaper at least 10 days before the date of a public hearing. The notice that is published and mailed must contain specific information as required by the Ohio Revised Code. Consult the prosecuting attorney about this requirement.
10. Action by Trustees. The township trustees must make their decision within 20 days after their public hearing. If they wish to deny or modify the recommendation of the zoning commission, a unanimous vote is required.

Reference: The Knox County Township Law Handbook; 2nd Edition

APPLICATION NO. _____
TOWNSHIP _____

APPLICATION FOR ZONING AMENDMENT

Name of Landowner/Applicant _____
Mailing Address of Landowner _____

A. Location (This information may be obtained from the Knox County Tax Map Office.)

- 1. Address of parcel (if available) _____
- 2. Township _____ Quarter # _____ Township # _____ Range # _____
- 3. Tax Parcel ID Number _____ Size of parcel (acres) _____
- 4. Subdivision Name _____
(If not located in a subdivision, attach legal description of parcel)

B. Change requested

- 1. At the present time, the property is zoned _____ and the current use is _____.
- 2. I request that the zoning be changed to _____.
- 3. The proposed use of the property is _____.
- 4. Reason for change:

w.	Date _____	(Submitted to township)	Received by _____
x.	Date _____	(Submitted to RPC)	Received by _____
y.	Date _____	(Submitted to zoning comm.)	Received by _____
z.	Date _____	(Submitted to trustees)	Received by _____

APPLICATION NO. _____
TOWNSHIP _____

C. Public Infrastructure

1. Is the parcel currently served by a public water system? Yes _____ No _____
If no, will a public water system serve this site within one year? Yes _____ No _____

What is the distance to the nearest public water distribution system?
Miles to water pipe _____ Miles to fire hydrant _____

2. Is the parcel currently served by a public sanitary sewer system? Yes _____ No _____
If no, will a public sanitary sewer system serve the parcel within one year?
Yes _____ No _____

What is the distance to the nearest public sanitary sewer system?
Miles to pipe _____

3. What is the distance to nearest incorporated area?
Name of city/village _____
Miles to incorporated area _____

4. What is the distance to the nearest **state or federal** highway?
Name of route _____
Miles to highway _____

5. What type of road is the parcel on?
a. state route _____ county road _____ township road _____
b. paved _____ unpaved _____ nearest paved road (name and number) _____
c. feet of road frontage _____

D. Zoning and Surrounding Land Uses

1. Site the section _____ and paragraph _____ in the zoning book that applies to this request.

2. Does the township have a comprehensive plan? Yes _____ No _____

If yes, is the proposed rezoning consistent with the plan?
Yes _____ No _____

Comments: _____

3. What is the current zoning of the parcels surrounding the parcel?
North _____ East _____
South _____ West _____
4. What is the current use of the properties surrounding the parcel?
(agricultural, residential, commercial, manufacturing)
North _____ East _____
South _____ West _____
5. What is the character of the surrounding area? Approximate the percentage of each type of land use within a one-mile radius (rural area) or a one-quarter mile radius (developed area).

_____ Agricultural
Crops _____ Pasture _____ Other _____

_____ Residential
Low-density _____ Medium-density _____ High-density _____

_____ Commercial
Light use _____ Heavy use _____

_____ Manufacturing
Light impact _____ High Impact _____

Comments: _____

E. Land Characteristics

1. What is the topography of the parcel?
(Approximate the percentage of the parcel in each category.)
Flat _____ Gently Rolling _____ Hilly _____ Steep Slopes _____

Comments: _____

2. What vegetation is currently found on the parcel?
(Approximate the percentage of the parcel in each category.)
woodland _____ mature trees _____ farmland _____ other (please describe) _____

Comments: _____

3. Is any portion of the parcel in a floodplain or aquifer recharge area?
Yes _____ No _____

If yes, approximate the percentage of the parcel in floodplain _____ and/or in aquifer recharge area _____.

Comments: _____

4. Is there a river, stream, or lake within a one-mile radius that receives drainage from the parcel?

Name(s) _____
Distance(s) _____

5. Is there currently any structure on the parcel?
Yes _____ No _____

Describe: _____
(If more than one, describe each structure separately.)

F. Supporting Information:

The following items must be attached to the application:

1. A list of the names, addresses and telephone numbers of all owners of properties surrounding the parcel.
2. A legal description of the parcel or copy of the deed (if not in a subdivision).
3. The fee as established by the Township
4. The fee as established by RPC

G. Signature

The undersigned, owner(s) of the following legally described parcel, hereby request(s) consideration of the change in the zoning district classification as specified above.

Note: Signature provides permission for a site visit by a member of the Land Use Committee of RPC.

Signed _____ Date _____

<p>FOR RPC OFFICE USE ONLY</p> <p>ATTACHMENTS</p> <p>_____ A. Information from Soil & Water: soil type, suitability, erosion</p> <p>_____ B. Report from Site Visit</p> <p>_____ C. Copy of zoning definitions for the township for current and proposed use.</p> <p>_____ D. Plat map showing adjacent properties (complete) and road frontage.</p> <p>_____ E. Current township zoning map (complete) with parcel highlighted.</p> <p>_____ F. Any corrections or alterations made by the staff of RPC to the information supplied by the applicant must be noted on a separate sheet, initialed and dated.</p>
