

# West Chester

— OHIO —

**BUTLER COUNTY, OHIO  
COMMUNITY DEVELOPMENT DEPARTMENT  
9577 Beckett Road, Suite 100, West Chester, Ohio 45069  
TELEPHONE: (513) 777-4214  
[www.westchesteroh.org](http://www.westchesteroh.org)**

## **SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR MAJOR CHANGE TO A PUD PLAN**

An application for a Major Change to an approved PUD District submitted to the office of the West Chester Township Community Development Department must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written, and graphic requirements; application submittal forms; and addendum and examples which explain the zoning amendment process. The checklist together with all required information, original application forms, and copies must be submitted in complete and accurate form before the amendment will be processed by the Community Development Department.

The filing date of the application packet shall be the date on which all information submitted is examined by the Community Development Department and found to meet all the requirements as described in this packet. The closing date represents the final day on which an application will be accepted. **After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff, Zoning Commission or Board of Trustees.** Early submission is therefore, highly recommended to assure placement on the agenda and adequate time for revisions and corrections. The office of the West Chester Township Community Development Department maintains a list of monthly meeting and closing dates.

**SUBMISSION REQUIREMENTS  
FOR A MAJOR CHANGE TO AN APPROVED PUD DISTRICT  
WEST CHESTER TOWNSHIP ZONING RESOLUTION**

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FOR WEST CHESTER COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY:

CASE # \_\_\_\_\_

DATE RECEIVED:

.....  
**1. GENERAL REQUIREMENTS**

\_\_\_\_1.1 **PRE-APPLICATION MEETING** (DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_)

The applicant is to present the concept of the Major Change and Preliminary Development Plan to the West Chester Community Development Department and to obtain and discuss the overall application process before submitting the application packet. Call 777-4214 for appointment. There will be no assurance at any time, implicitly or otherwise, regarding final staff recommendations to the Commission about this application.

\_\_\_\_1.2 **SUBMISSION CLOSING DATE** DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR BUTLER COUNTY PLANNING COMMISSION IN MONTH OF \_\_\_\_\_

The application packet must be submitted to the office of the West Chester Community Development Department in person, no later **THE CLOSING DATE**. Prior to submitting the application packet and necessary information, the applicant should revise proposed plans and/or zoning plat as advised by the Community Development Director. After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff, Zoning Commission or Board of Trustees. Early submission is recommended to assure placement on the agenda and adequate time for revisions and corrections. **Incomplete or inaccurate applications will not be accepted for processing or be placed on the agenda for any hearings or meetings.**

\_\_\_\_1.3 **APPLICATION FEE (\$800.00)**

An application fee for a Major Change shall be accompanied by a non-refundable payment to cover the costs of holding the public hearing thereon, including personnel costs, advertising and legal notices as required by law or otherwise in connection with said amendment. Please make checks payable to West Chester Township.

Major Change to a PUD application cancellation must be submitted in writing to the Community Development Department. **There shall be no refund or part thereof once public notice has been given.**

## 2. WRITTEN REQUIREMENTS

### \_\_\_\_\_2.1 **METES AND BOUNDS LEGAL DESCRIPTION**

Submit on a single 8 1/2" X 11" paper the following information:

- A. a metes and bounds description of the subject site;
- B. The amount of area contained within the site; and
- C. a statement, signed by a registered surveyor, certifying that the description of the property proposed to be rezoned, is a complete, proper and legal description thereof.

### \_\_\_\_\_2.2 **PROPERTY DEED**

Submit one copy of the deed to the subject property as filed in the Butler County Recorder's Office.

### \_\_\_\_\_2.3 **ADJACENT PROPERTY OWNERS FORM**

Complete and submit the original Adjacent Property Owners form (provided in this packet) containing the names, addresses and tax information of all parcels within two hundred (200) feet of the subject site.

### \_\_\_\_\_2.4 **DESCRIPTION OF REQUEST AND REASONS FOR MAJOR CHANGE FORM**

Complete and submit the original Description of Request and Reasons for Major Change form (provided in this packet).

### \_\_\_\_\_2.5 **MAJOR CHANGE APPLICATION FORM**

Complete and submit the original Major Change Application form (provided in this packet).

### \_\_\_\_\_2.6 **PROPERTY OWNER'S AFFIDAVIT**

Complete and submit the original Affidavit (provided in this packet).

### \_\_\_\_\_2.7 **CHECKLIST OF REQUIREMENTS**

**Submit this checklist fully completed.**

### 3. GRAPHIC REQUIREMENTS

#### 3.1 PRELIMINARY DEVELOPMENT PLAN

Submit EIGHTEEN (18) **FOLDED** copies of the Preliminary Development Plan (a single drawing at a scale of fifty feet to the inch or larger--unless otherwise approved by the director) showing the items listed below:

- \_\_\_\_\_ A. name of project, date, scale, north arrow (north shall be top of plan), map title(Preliminary Development Plan), total number of sheets and sheet number;
- \_\_\_\_\_ B. name and title of applicant, present owner, etc.;
- \_\_\_\_\_ C. vicinity map that identifies the site with reference to surrounding areas and to existing street locations;
- \_\_\_\_\_ D. summary table indicating existing and proposed uses of facilities, proposed parking spaces, parking spaces required by the Zoning Resolution, floor areas and seating capacity(where applicable);
- \_\_\_\_\_ E. zone area of entire site, site (net) area excluding streets and right-of-ways;
- \_\_\_\_\_ F. existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;
- \_\_\_\_\_ G. location of existing zone boundaries of property and up to 200 feet outside subject site;
- \_\_\_\_\_ H. existing contour lines (dashed) at five feet intervals or less on site and including 200 feet beyond (use two feet intervals where necessary to determine storm drainage), indicate source and date of data;
- \_\_\_\_\_ I. front, side, and rear yard setbacks for all structures and parking areas;
- \_\_\_\_\_ J. the use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features; structures to be demolished shown in dashed lines;
- \_\_\_\_\_ K. base mapping of the property showing the physical features (general topography, drainage ways and water bodies, etc.) and existing land uses;
- \_\_\_\_\_ L. boundaries of the tract to be developed on a planned unit basis;
- \_\_\_\_\_ M. highways and streets in the vicinity of the tract, and ingress and egress to the tract;
- \_\_\_\_\_ N. location of different general land use areas proposed to be developed;
- \_\_\_\_\_ O. proposed density levels of each residential area and acreage and square feet of business uses;
- \_\_\_\_\_ P. proposed treatment of existing topography, drainage ways and tree cover;

- \_\_\_\_\_ Q. proposed general location of major vehicular circulation, showing how this circulation pattern relates to the primary and secondary road alignments designated on the Butler County Thoroughfare Plan;
- \_\_\_\_\_ R. location of schools, parks and other community facility sites, if any;
- \_\_\_\_\_ S. location of any school or fire station sites, if either are required by the Zoning Commission;
- \_\_\_\_\_ T. time schedule of the projected development, if the total land holding is to be developed in stages, or if construction is to extend beyond a two year time period.

\_\_\_\_\_ **3.2 REDUCED PRELIMINARY DEVELOPMENT PLAN**

Submit ELEVEN (11) copies of the preliminary development plan reduced to an 8 1/2" X 11 or 11" X 17" sheet of paper. The information contained on the reduced version shall be the same as, which is required above.

**INFORMATION SUBMITTED SHALL BE ASSUMED TO BE CORRECT AND APPLICANT AND/OR AGENT SHALL ASSUME RESPONSIBILITY FOR ANY ERRORS AND/OR INACCURACIES RESULTING IN AN IMPROPER APPLICATION.**

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<b>Signature of person preparing this checklist (Applicant or Representative)</b>	<b>Phone #</b>	<b>Date Submitted</b>
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**Name Printed**

**APPLICATION FOR A MAJOR CHANGE  
TO A PUD DISTRICT  
WEST CHESTER TOWNSHIP COMMUNITY DEVELOPMENT DEPARTMENT  
9577 Beckett Road, Suite 100, West Chester, Ohio 45069  
Telephone: (513) 777-4214**

.....  
FOR WEST CHESTER COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY:

CASE # \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

FEE RECEIPT # \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

.....  
**THIS APPLICATION MUST BE TYPEWRITTEN - USE ADDITIONAL SHEETS IF NECESSARY**

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

NAME, ADDRESS & PARCEL NUMBER OF EACH PROPERTY OWNER OF RECORD  
WITHIN THE PROPERTY WHICH IS REQUESTED FOR THE MAJOR CHANGE:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

REQUEST RE-DESIGNATION OF AREA FROM \_\_\_\_\_ TO \_\_\_\_\_

TOTAL ACRES \_\_\_\_\_

LOCATION OF PROPERTY FOR MAJOR CHANGE:

SECTION \_\_\_\_\_ TOWN \_\_\_\_\_ RANGE \_\_\_\_\_  
PARCEL (S) \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

(MY) (OUR) INTEREST IN THE PROPERTY TO BE RECLASSIFIED IS AS:

OWNER \_\_\_\_\_ AGENT \_\_\_\_\_ LESSEE \_\_\_\_\_ OPTIONEE \_\_\_\_\_

APPLICANT \_\_\_\_\_  
Signature Address/City/ST/Zip Phone Number

OWNER (S) \_\_\_\_\_  
Signature Address/City/ST/Zip Phone Number

**DESCRIPTION OF REQUEST AND REASONS FOR MAJOR CHANGE TO PUD DISTRICT  
WEST CHESTER TOWNSHIP COMMUNITY DEVELOPMENT DEPARTMENT  
9577 Beckett Road, Suite 100, West Chester, Ohio 45069  
Telephone: (513) 777-4214**

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FOR WEST CHESTER COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY:

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**NOTE: THIS APPLICATION SHOULD BE TYPEWRITTEN**

The area of land sought to be changed contains approximately \_\_\_\_\_ acres, having frontage of approximately \_\_\_\_\_ feet located (1) along the \_\_\_\_\_ side of \_\_\_\_\_ approximately \_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_. Or (2) at the \_\_\_\_\_ corner of the intersection of \_\_\_\_\_ and \_\_\_\_\_.

**THE APPLICANT SHOULD PREPARE DEFINITIVE STATEMENTS REGARDING THE FOLLOWING: (USE ADDITIONAL SHEETS IF NECESSARY)**

- 1) What are the specific changes in the character and conditions of the area, which have occurred to make the property no longer suitable or appropriate for the existing PUD classification or to make the property appropriate for the proposed PUD district?
  
- 2) What is the benefit that the neighborhood or community as a whole will derive from this change?
  
- 3) Will the site be accessible from public roads, which are adequate to carry the traffic that will be imposed upon them if the change is granted, or will road improvements be required?
  
- 4) Has this change been discussed with regard to traffic design with the Butler County Engineer's office? When? Who?
  
- 5) Is the property currently or can it be serviced by public sewer and water and can proper drainage be provided?
  
- 6) What is the anticipated proposed use of property and character (architectural treatment) of the development?



