

BOARD & COMMISSION ZONING APPLICATION

- **Required** – Submission of a complete application, including all items on the checklist
- Application and applicable fees shall be submitted no later than 5:00 p.m. on the deadline date
- Submitted applications and all checklist items shall be reviewed and approved by city staff for completeness prior to being accepted and processed for an agenda. No late submittals will be accepted.

Application for:

Downtown Design Review Board

Historic Preservation Board

Board of Zoning Appeals

Check all that apply: Appeal Conditional Use Special Use Temporary Use Variance Zero Lot Line
 Planning Commission

Check all that apply: Alley/Street Dedication Alley/Street Vacation Final Plat Review Lot Split/Adjustment Preliminary Plat Review
 PUD-Minor PUD Zoning Map Amendment Rezoning Subdivision

Project Site Information:

Project Street Address: _____ Property Zoning District: _____

Business/Project Name: _____

Description of request (be specific):

Owner of Property: _____

Owner's Mailing Address: _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Applicant Information:

Applicant: _____ *Owner *Agent *Representative *Other

Company: _____

Applicant's Mailing Address: _____

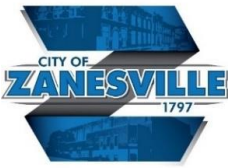
City, State and Zip Code: _____

Telephone Number: _____

E-mail: _____

I hereby attest to the truth and exactness of all information supplied on and with this application. I also understand that the applicant or a representative must be present at the meeting in order for the Board/Commission to take action on the subject request.

Signature of Applicant: _____	Date: _____
Signature of Property Owner: _____	Date: _____



BOARD & COMMISSION ZONING APPLICATION

FOR OFFICE USE ONLY

Received Stamp:

PLEASE NOTE THAT FEES ARE NONREFUNDABLE

Zoning Fee Schedule (Ord. 17-44)			
		Residential	Non Residential
Zoning Compliance	Accessory Structure	\$10 (\$50 after start)	
	New Construction/ addition	\$25 (\$100 after start)	\$100 (\$200 after start)
	Signs		\$25
	Multi Department		\$200
DRB		\$25	\$50
DDRB		\$25	\$50
BZA		\$175	\$175
Planning Commission	Lot split/line adjustment	\$100 + \$2/lot or \$10 /acre whichever is greater	
	Preliminary Subdivision Plat Review	\$100 + \$2/lot or \$10 /acre whichever is greater	
	Final Subdivision Plat Review	\$100 + \$2/lot or \$10 /acre whichever is greater	
	Rezone	\$200	
	Street/Alley Vacations	\$250 + Recording fees	
	Planned Unit Development Plan Review	\$300	
	Planned Unit Development Minor revision	\$100 + \$2/lot or \$10 /acre whichever is greater	
	Subdivision Sketch Plan	\$0	
	Planned Unit Development Sketch Plan	\$0	

This application and all required supplemental information has been reviewed and is found to be complete.

Planning & Zoning Administrator

Date

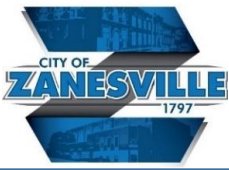
DECISION OF THE BOARD/COMMISSION/STAFF

Please circle decision rendered:

Approved
Denied
Approved with conditions:

Planning & Zoning Administrator

Date



REQUIRED APPLICATION MATERIALS CHECKLIST

REQUIRED FOR ALL SUBMITTALS:

- 10 copies of the signed Application including (1) original
- 10 copies of Supplemental Information, which includes the following:
 - Site Plan Drawing (see below for drawing requirements)
 - Written statement answering the “Approval Criteria for Zero Lot Line Developments”
- Application fee (cash or check)

Site Plan Drawing: (Shall include the following information that is applicable to your project)

- ___ Lot size of the subject property
- ___ Zoning classification of the subject property and of all properties within 200 feet of the subject property

Location of:

- ___ all properties within 200 feet of the subject property
- ___ all existing and proposed alleys, streets and thoroughfares
- ___ all existing and proposed refuse and service areas

Location and setback of:

- ___ all existing and proposed structures for the subject site.

Location, sizes and setbacks of:

- ___ all existing and proposed off-street parking spaces, drive aisles and loading areas

Location and size of:

- ___ all existing and proposed traffic access and circulation areas (both vehicular and pedestrian)
- ___ all existing and proposed open spaces
- ___ all existing and proposed landscape areas
- ___ all existing and proposed easements
- ___ all existing and proposed signage

Approval Criteria for Zero Lot Line Applications (Special Use):

1. **Minimum Size:** No zero lot line development shall include fewer than twelve lots. Zero lot line design shall not apply to isolated individual lots in areas of conventionally sited dwellings.
2. **Yards:** Only a rear yard and/or a single side yard, but not front yard, may be reduced to zero. Yards on adjacent lots may not both be reduced to zero if they abut the same side lot line. If a side yard is reduced to zero, the remaining side yard shall have a minimum width of fifteen feet.
3. **Wall Maintenance Easement:** A perpetual wall maintenance easement shall be provided in every yard that is adjacent to the zero side yard in an adjoining lot. The easement shall be four feet in width measured from that portion of the lot line that is adjacent to a building on the other lot. The easement shall be shown on the plat and incorporated into each deed transferring title to the Administrator prior to issuance of a building permit. Obstructions otherwise permitted in interior side yards are allowed within the easement provided they do not impede access to the wall on the adjacent lot for painting, cleaning, maintenance and repair. Roof overhangs may project up to two feet into the easement of the adjacent lot, but the roof shall be so designed that water runoff onto the other lot is confined to the easement area.
4. **Wall Openings:** No windows, doors, air conditioning units or other openings shall be permitted on the side of a building abutting a zero side yard.
5. **Orientation:** Where possible, the building wall abutting the zero side yard should face north to allow maximum use of the remaining yards for outdoor activities at different times of the year.
6. **Varied Height and Setback:** Where possible, front yard depth, building height and roof lines should be varied to avoid monotonous appearance, which is more objectionable when homes are closer together and lots are smaller.
7. **Block Length:** Where possible, shorter blocks and cul-de-sac streets should be used to reduce the monotony of site design.
8. **Open Space:** Any common open space areas provided shall meet requirements for ownership, maintenance, upkeep, covenants and financial guarantees specified in this Zoning Code for common open space in Planned Unit Developments.



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- 10 copies of the signed Application including (1) original
- 10 copies of Supplemental Information, which includes the following:
 - Site Plan Drawing (see below for drawing requirements)
 - Building Elevations (see below for requirements)
- Application fee (cash or check)

Site Plan Drawing: (Shall include the following information that is applicable to your project)

___ Lot size of the subject property

Location of:

- ___ all existing and proposed alleys, streets and thoroughfares
- ___ all existing and proposed refuse and service areas
- ___ all existing and proposed fences

Location and setback of:

- ___ all existing and proposed structures

Location, sizes and setbacks of:

- ___ all existing and proposed off-street parking spaces, drive aisles and loading areas

Location and size of:

- ___ all existing and proposed traffic access and circulation areas (both vehicular and pedestrian)
- ___ all existing and proposed open spaces
- ___ all existing and proposed landscape areas
- ___ all existing and proposed easements
- ___ all existing and proposed signage

Building Elevation Drawing: (Shall include the following information that is applicable to your project)

Pictures and/or drawings of all elevations of the subject/proposed building showing the following:

Material type and color for:

- ___ existing and/or proposed facades
- ___ existing and/or proposed exterior windows, doors and shutters
- ___ existing and/or proposed roof
- ___ existing and/or proposed handrails, pillars and decking
- ___ existing and/or proposed gutters and downspouts
- ___ existing and/or proposed decorative features

Material type, color and style for:

- ___ existing and/or proposed exterior lighting

Required for Demolitions:

- ___ 10 copies of a written history of the property
- ___ 10 copies of the proposed Reuse Plan for the property. If the property is to be developed, please follow the regulations under "Site Plan Drawing"

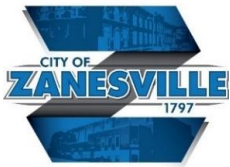
Required for Signs:

- ___ "Building Elevations" are not required if the proposed sign is ground mounted.
- ___ 10 Copies of the proposed sign, including the proposed size, height, color, lighting, and materials.

Required for Fences:

- ___ The height of the fence: _____ feet _____ inches
- ___ The total length of fencing to be installed: _____ feet _____ inches
- ___ Type of material of fence and style (design) of fence

****Note: The smooth finished side of the fence/wall shall face outward from the applicants yard****



Planning Commission

REQUIRED APPLICATION MATERIALS CHECKLIST

REQUIRED FOR ALL SUBMITTALS:

- 10 copies of the signed Application including (1) original
- Application fee (cash or check)

REQUIRED FOR ZONING MAP AMENDMENTS:

- 10 copies of the Supplemental Information, which includes the following:
 - Site Plan Drawing
 - Survey Plat of the subject property
 - Written statement detailing how the proposed amendment relates to the City's Comprehensive Plan and other applicable adopted City Plans
 - Typewritten list of all property owners within 200 feet of the subject property

REQUIRED FOR SUBDIVISIONS – PRELIMINARY/FINAL PLAT REVIEWS – LOT SPLITS AND LINE ADJUSTMENTS:

- 10 copies of the Supplemental Information, which includes the following:
 - Survey Map of the subject property
 - Written statement detailing the purpose for the request

REQUIRED FOR PLANNED UNIT DEVELOPMENT – MINOR REVISIONS:

- 10 copies of the Supplemental Information, which includes the following:
 - Site Plan Drawing
 - Survey Plat of the subject property
 - Proposed Architectural Renderings
 - Proposed Phasing Plan
 - Association and Covenants
 - Written statement detailing how the proposed amendment relates to the City's Comprehensive Plan and other applicable adopted City Plans
 - Typewritten list of all property owners within 200 feet of the subject property

REQUIRED FOR DEDICATIONS OR VACATIONS:

- 10 copies of the Supplemental Information, which includes the following:
 - Site Plan Drawing
 - Survey Map of the subject property
 - Written statement detailing the purpose for the "Vacation" or "Dedication"
 - List of all property owners adjacent to the request and if they are in agreement

Site Plan Drawing: (Shall include the following information that is applicable to your project)

- ___ Lot size of the subject property
- ___ Zoning classification of the subject of all properties within 200 feet of the subject property
- ___ Acreage to be rezoned as part of the proposed amendment

Location of:

- ___ all properties within 200 feet of the subject property
- ___ all existing and proposed alleys, streets and thoroughfares
- ___ all existing and proposed refuse and service areas
- ___ all existing and/or proposed utility lines (*Dedication or Vacation only*)
- ___ all existing and/or proposed natural features (i.e. ponds, wetlands, woods, etc.) (*PUD and Zoning Map Amendments only*)
- ___ all property lines

Location and setback of:

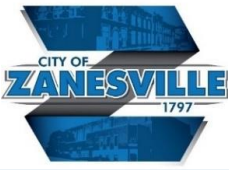
- ___ all existing and proposed structures

Location, sizes and setbacks of:

- ___ all existing and proposed off-street parking spaces, drive aisles and loading areas

Location and size of:

- ___ all existing and proposed open spaces
- ___ all existing and proposed landscape areas
- ___ all existing and proposed easements
- ___ all existing and proposed signage



REQUIRED APPLICATION MATERIALS CHECKLIST

Survey Map:

- ___ Name of the subdivision, location by Virginia Military Survey number, date of the survey and engineer's stamp of approval, north arrow, scale and acreage
- ___ Names and addresses of the applicant, and the engineer and surveyor who prepared the survey along with the engineer and surveyors stamp
- ___ Boundaries based on accurate traverse, with angular and lineal dimensions
- ___ Bearings and distances to the nearest established street lines or other recognized permanent monuments, including municipal and township lines
- ___ Radii, internal angles, points of curvature, tangent bearings, lengths of arcs, and lengths or bearings of chords
- ___ Show building setback lines and their dimensions, along with exact location and width of all easements, and rights-of-way provided for public services or utilities, and any limitations of such easements
- ___ All lot numbers and lines with accurate dimensions in feet and hundredths. Street addresses shall be shown
- ___ Accurate outlines measured in feet and hundredths of area to be dedicated or reserved for public use, or any area to be reserved for common uses of all property owners
- ___ Locations, widths and names of existing and proposed streets within and adjoining the plat, railroad rights-of-way, if any, easements, parks, permanent buildings; corporations, township and county lines; location of wooded areas; flood plains, streams, and creeks, high water line of ponds and lakes, swamp or marsh lands, and other significant natural items
- ___ Space for required signatures

The following information shall also be provided:

- ___ A listing of any deviations or variances from the Planning/Zoning Code
- ___ Closure letter issued by the Muskingum County Engineers Office
- ___ When required by the City Engineer, all calculations and field notes shall be submitted for review