

An application for Preliminary Development Plan approval submitted to the Liberty Township Planning and Zoning Department must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written, and graphic requirements in addition to application submittal forms, which explain the Preliminary Development Plan process. The checklist together with all required information, original application forms, and copies must be submitted in its entirety before the application will be processed by the Planning and Zoning Department. If a request is submitted by the advertised Closing Date, which is maintained in the Planning and Zoning Department, and if it is deemed to be complete and accurate, a public hearing will be scheduled during the next available Zoning Commission Meeting. After the Closing Date, the Applicant cannot modify any portion of the information submitted, unless specifically requested by Staff or Zoning Commission. Therefore, early submission is highly recommended to assure placement on the agenda and adequate time for revisions and corrections.

REQUIRED CONDITIONS FOR APPROVAL OF PRELIMINARY DEVELOPMENT PLAN

per Liberty Township Zoning Resolution Article 4.11

- *The Township Zoning Commission shall study, review, and make written findings regarding the Preliminary Development Plan to ensure the following specific conditions have been met:*
- *Appropriate arrangements with the applicant have been made which will ensure the accomplishment of the public improvements and reservation of common open space as indicated on the Preliminary and Final Development Plan. If deemed necessary by the Board of Township Trustees during the Preliminary Development Plan process, this may require that the Board of Township Trustees hold bond to ensure the successful and proper completion.*
- *The proposed detailed Preliminary Development Plan(s) for the individual section(s) of the overall Planned Unit District is consistent in contents (building location--as applicable, land uses, densities and intensities, yard requirements, and area and frontage requirements) with the approved Preliminary Development Plan and the Liberty Township Land Use Plan.*
- *Each individual phase of the development can exist as an independent unit which is capable of creating an environment of sustained desirability and stability, or that adequate assurance will be provided that such objective can be obtained.*
- *That any part of the Planned Unit Development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; or if approved by the Zoning Commission, left in its natural state.*
- *That any exception from the design standards provided in the PUD is warranted by the design and amenities incorporated in the detailed Preliminary Development Plan.*
- *That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.*
- *That the detailed Preliminary Development Plan is consistent with the intent and purpose of this Resolution to promote the public health, safety and general welfare of the residents of Liberty Township, Butler County, Ohio.*
- *The Final Development Plan has been transmitted to all other agencies and departments charged with the responsibility of review.*



5021 Winners Circle Dr.
 Liberty Township Ohio 45011
 Phone (513) 759-7500 · Fax (513) 759-7501

Application for a
PRELIMINARY PUD

A. APPLICANT INFORMATION NAME: _____ PHONE: () _____ - _____ ADDRESS: _____ CITY/ST/ZIP: _____ EMAIL: _____ APPLICANT IS THE: <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> OPTIONEE	CASE NO. _____
B. PROPERTY INFORMATION PROPERTY ADDRESS (IF ANY): _____ CITY/ST/ZIP: _____ SECTION: ____ TOWN: ____ RANGE: ____ PARCEL #: <u>M</u> _____ - _____ - _____ CURRENT USE OF PROPERTY (CHECK ALL THAT APPLY): <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> OTHER	PAYMENT INFORMATION FEE AMOUNT: \$250 RECEIPT #: _____ RECEIVED BY: _____
C. PROPERTY ZONING CURRENT ZONING OF PROPERTY: _____ REQUESTED ZONING OF PROPERTY: _____ TOTAL ACRES OF PROPERTY TO BE REZONED: _____	
D. PROPERTY OWNER INFORMATION (LIST ALL PARCELS AND PROPERTY OWNERS THAT ARE INCLUDED WITH THIS APPLICATION)	
1. PARCEL #: D _____ - _____ - _____ - _____ NAME: _____ PHONE: () _____ - _____ ADDRESS: _____	
2. PARCEL #: D _____ - _____ - _____ - _____ NAME: _____ PHONE: () _____ - _____ ADDRESS: _____	
3. PARCEL #: D _____ - _____ - _____ - _____ NAME: _____ PHONE: () _____ - _____ ADDRESS: _____	
4. PARCEL #: D _____ - _____ - _____ - _____ NAME: _____ PHONE: () _____ - _____ ADDRESS: _____	
E. DESCRIPTION OF REQUEST _____ _____ _____ _____	

1. GENERAL REQUIREMENTS CHECKLIST

- 1.1 - PRE-APPLICATION MEETING** (DATE: ____ / ____ / ____ TIME: _____ AM / PM)

The applicant is to present the concept of the Preliminary Development Plan to the Planning and Zoning Department, and to obtain and discuss the overall application process prior to submitting the application packet. **Call 759-7500 for appointment. Pre-application meetings MUST be conducted a minimum of 3 business days prior to the Submittal Deadline Date; However, it is recommended that the Pre-Application Meeting take place at least one week prior to submittal to allow sufficient time for any necessary adjustments.** There will be no assurance at any time, implicitly or otherwise, regarding final Staff comments or concerns presented to the Zoning Commission about this application.

- 1.2 - SUBMITTAL DEADLINE DATE** (DATE: ____ / ____ / ____)

The application packet must be submitted to the Liberty Township Planning and Zoning Department no later than the end of business day (4:30pm) on the advertised Submittal Deadline Date. A list of the advertised closing dates is available on the township website or in the Planning and Zoning Department. Prior to submission of the application packet and necessary information, it is recommended that the Applicant revise the proposed plans when necessary, as it is advised by Staff during the Pre-Application Meeting. After the closing date, the applicant cannot modify any portion of the information submitted, unless specifically requested by the Staff or Zoning Commission. **If it is determined by Staff, at any time, that an application packet is incomplete, or inaccurate, it will not be accepted for processing, or be scheduled for a public hearing.**

- 1.3 - APPLICATION FEE** (\$250.00)

The application packet for a Preliminary Development Plan 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 case. **Please make checks payable to Liberty Township.**

2. WRITTEN REQUIREMENTS CHECKLIST

2.1 – METES AND BOUNDS LEGAL DESCRIPTION

Submit on a single 8 ½" X 11" paper the following information:

- A. A metes and bounds description of the subject site; and
- 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 for a Preliminary Development Plan, is a complete, proper and legal description thereof.

2.2 – PROPERTY DEED

Submit **one (1) copy** of the deed to the subject property as filed in the Butler County Recorder's Office.

2.3 – PREVIOUS ACTION INFORMATION

Submit **one (1) copy** of all resolutions, minutes and plans (11" x 17") for all previous approvals for the overall PUD District, which are related to the subject property. ***This information should be obtained from the developer of the overall PUD District.***

2.4 – PRELIMINARY DEVELOPMENT PLAN APPLICATION FORM

Complete and submit the Preliminary Development Plan Application Form, which is included on Page 2 of this packet. ***The application must be typewritten and all original forms must be submitted with the required original signatures.*** This form should be attached to the front of the submittal.

2.5 – ADJACENT PROPERTY OWNERS FORM

Complete and submit the Adjacent Property Owners Form, which is included on Page 3 of this packet. ***The completed form must contain the name, tax mailing address and parcel information for all properties located within two hundred (200) feet of the subject site.*** It is the Applicant's responsibility to provide a complete and accurate list. The Planning and Zoning Department will appropriately notify the adjoining property owners of the scheduled public hearing.

2.6 – PROPERTY OWNER'S AFFIDAVIT

Complete and submit the Property Owner's Affidavit, which is included on Page 4 of this packet. If multiple property owners are involved, a separate Property Owner's Affidavit shall be submitted for each property owner. ***All completed forms with the original signatures must be provided with the application.***

2.7 – CHECKLIST OF REQUIREMENTS

Complete and submit all checklists fully completed.

3. GRAPHIC REQUIREMENTS CHECKLIST

3.1 – PRELIMINARY DEVELOPMENT PLAN

Submit four (4) *folded* copies of the Preliminary Development Plan(s) on 24” x 36” size paper and at a scale of one inch equals fifty feet (1”=50’), or larger, unless otherwise approved by Staff. The Preliminary PUD shall be prepared for the owner/developer(s) by a professionally competent urban planner, professional engineer, architect or landscape architect; and shall include the following information:

- A. Survey of the tract to be developed showing existing physical features (general topography, drainage ways and tree cover), streets, easements and utility lines.
- B. Detailed Site Plan showing lot lines, building outlines, off-street parking spaces with ratio calculation, pedestrian walkways, and vehicular circulation.
- C. Detailed building plans, exterior elevations (specific materials shall be labeled and color elevations should be provided), and anticipated floor plans. *At the scheduled public hearing, it is highly recommended that the applicant bring an exterior building materials board, or product samples, to illustrate the building materials that are proposed.*
- D. Detailed Landscaping Plans, including quantity, size and varieties of landscaping, in addition to an overall open space calculation.
- E. Specific engineering plans, including site grading, street improvements, drainage and utility improvements, and extensions as necessary.
- F. All necessary legal documentation relating to the incorporation of a Property Owner's Association for the purpose of maintaining the specified common space within the Planned Unit Development.
- G. Draft copies of any restrictive covenants that are to be recorded.

3.2 – REDUCED PRELIMINARY DEVELOPMENT PLAN

- Submit Ten (10) copies of the Preliminary Development Plan reduced to an 11" x 17" sheet of paper
- Submit digital copies of all plans