

*Application for a*  
**Minor Modification to**  
**A FINAL PUD**

An application for a Minor Modification to a Final Development Plan 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 Final 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 A MINOR MODIFICATION TO A FINAL DEVELOPMENT PLAN***  
*per Liberty Township Zoning Resolution Article 4.11*

- *The Township Zoning Commission shall study, review, and make written findings regarding the Minor Modification to ensure the following specific conditions have been met:*
  - *The minor modification does not increase in density (greater than 10% for commercial uses in B-PUD or MUPUD only).*
  - *The minor modification does not changes to the PUD boundaries.*
  - *The minor modification does not changes to the allocation of land uses (not in terms of the location of uses, but the percentage or amount of any use).*
  - *The minor modification does not make changes to internal street patterns that alter the intersection points with existing streets.*
- *All Minor Modifications shall be reviewed and approved by the Zoning Inspector, except that Zoning Inspector may elect to submit the minor modification to the township Zoning Commission for review and a decision. Such review shall occur at a public meeting of the Zoning Commission and shall be subject to notice and fees as established by the Board of Trustees.*

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



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**PROPERTY OWNER'S AFFIDAVIT**

I (we) \_\_\_\_\_  
hereby certify that we are all of the owners of the real estate which is the subject of the pending zoning application; that we hereby consent to the Zoning Commission of Liberty Township approving a development plan for the subject real estate. We understand that our application will be considered and processed in accordance with the regulations as set forth by the Liberty Township Planning and Zoning Department and Zoning Resolution; that we agree to accept, fulfill and abide by those regulations and all stipulations and conditions attached to the Final Development Plan. I (we) authorize Liberty Township to place a Public Meeting notification sign on the property. I (we) authorize Liberty Township staff and board members to enter and inspect the property. The statements and attached exhibits are in all respects true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*Phone*

STATE OF OHIO  
COUNTY OF BUTLER

Sworn to or affirmed and subscribed before me by \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
*Notary Public*

Person to be contacted for details, other than signatory:

<i>Printed Name</i>	<i>Address/City/St/Zip</i>	<i>Phone</i>
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## 1. GENERAL REQUIREMENTS CHECKLIST

- 1.1 - PRE-APPLICATION MEETING** ( DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TIME: \_\_\_\_\_ AM / PM )

The applicant is to present the concept of the Final 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 Final 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.*

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## 2. WRITTEN REQUIREMENTS CHECKLIST

**2.1 – PROPERTY DEED**

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

**2.2 – 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.*

**2.3 – FINAL DEVELOPMENT PLAN APPLICATION FORM**

Complete and submit the Final 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.

**2.4 – 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.

**2.5 – 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.*

**2.6 – CHECKLIST OF REQUIREMENTS**

Complete and submit all checklists fully completed.

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### 3. GRAPHIC REQUIREMENTS CHECKLIST

**3.1 – FINAL DEVELOPMENT PLAN**

Submit four (4) ***folded*** copies of the Final 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 detailed Final Development Plan shall be in accordance with the approved Preliminary Development Plan; 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. 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. All drawing in both physical and electronic format (Site Plans, Photographs, construction Drawings, Letters, Etc.) Appropriate documentation that will be determined at the pre-application meeting.

**3.2 – REDUCED FINAL DEVELOPMENT PLAN**

- Submit ten (10) copies of the Final Development Plan reduced to an 11" x 17" sheet of paper, with ten (10) copies of the application packet.
- Submit digital copies of all plans