

An application for an Overlay District Review 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 AN OVERLAY DISTRICT REVIEW***

*per Liberty Township Zoning Resolution Article 5.12.1*

- *The Zoning Commission shall have the ability to waive any of the required conditions as listed in article 5: Overlay District Development Standards, or grant a variance to any other section of this Zoning Resolution as it relates to appeals in variances in overlay districts, by majority vote if it is determined that the requirement would create a hardship on the property owner or that an alternative substantially achieves the purpose of the overlay district.*



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

Application for a  
**Overlay District Review**

<b>A. APPLICANT INFORMATION</b> 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>B. PROPERTY INFORMATION</b> PROPERTY ADDRESS (IF ANY): _____ CITY/ST/ZIP: _____ SECTION: ____ TOWN: ____ RANGE: ____ PARCEL #: <u>D</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		
<b>C. PROPERTY ZONING</b> CURRENT ZONING OF PROPERTY: _____ TOTAL ACRES OF PROPERTY: _____		<b>PAYMENT INFORMATION</b> <b>FEE AMOUNT: \$250</b> RECEIPT #: _____ RECEIVED BY: _____
<b>D. PROPERTY OWNER INFORMATION (LIST ALL PARCELS AND PROPERTY OWNERS THAT ARE INCLUDED WITH THIS APPLICATION)</b>		
1. PARCEL #: <u>D</u> - - - - NAME: _____ PHONE: ( ) _____ - _____ ADDRESS: _____		
2. PARCEL #: <u>D</u> - - - - NAME: _____ PHONE: ( ) _____ - _____ ADDRESS: _____		
3. PARCEL #: <u>D</u> - - - - NAME: _____ PHONE: ( ) _____ - _____ ADDRESS: _____		
4. PARCEL #: <u>D</u> - - - - NAME: _____ PHONE: ( ) _____ - _____ ADDRESS: _____		
<b>E. DESCRIPTION OF REQUEST</b> _____ _____ _____ _____		





## 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.**

## 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.

### 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