



City of Hilliard
 3800 Municipal Way
 Hilliard, Ohio 43026
 Telephone (614) 876-7361
 Fax: (614) 529-6017
 www.hilliardohio.gov

APPLICATION #

2013 PLANNING AND ZONING COMMISSION APPLICATION

CHECK THE TYPE OF APPLICATION WITH CORRESPONDING FEE:

<input type="checkbox"/> Sketch Plan (\$750) <input type="checkbox"/> Limited Overlay (\$750) <input type="checkbox"/> Rezoning <input type="checkbox"/> Single Family <5 acres (\$1000) <input type="checkbox"/> PUD <input type="checkbox"/> PND <input type="checkbox"/> M-5 <input type="checkbox"/> B-5 (\$2000) <input type="checkbox"/> All other zoning districts (\$3000) <input type="checkbox"/> PUD Final Development Plan (\$1000) <input type="checkbox"/> Modification of PUD Zoning/Final Development Plan <input type="checkbox"/> Residential (\$250) <input type="checkbox"/> Commercial (\$500) <input type="checkbox"/> PND Final Development Plan (\$1000) <input type="checkbox"/> PND Plan Revision <input type="checkbox"/> Residential (\$250) <input type="checkbox"/> Commercial (\$500) <input type="checkbox"/> M-5 Final Development Plan (\$1000) <input type="checkbox"/> M-5 Development/Site Plan Modification (\$500) <input type="checkbox"/> B-5 Final Development Plan (\$1000) <input type="checkbox"/> Cemetery Road Corridor Overlay District (\$850) <input type="checkbox"/> Conditional Use <input type="checkbox"/> Residential (\$400) <input type="checkbox"/> Commercial (\$600)	<input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Residential (\$650) Each additional >100 lots (\$20 per lot) <input type="checkbox"/> Commercial / Industrial (\$1500) plus per acre(\$20) <input type="checkbox"/> Final Plat <input type="checkbox"/> Residential (\$900) Each additional >50 lots (\$20 per lot) <input type="checkbox"/> Commercial / Industrial (\$1500) plus per acre(\$20) <input type="checkbox"/> Lot Split or Deed Transfer <input type="checkbox"/> Residential (\$300) <input type="checkbox"/> Commercial / Industrial (\$750) <input type="checkbox"/> Graphics Variance Application - List ALL Code Sections from which variances are requested: <input type="checkbox"/> Within Old Hilliard District - one sign (\$150) Section(s): _____ <input type="checkbox"/> Single Sign Variance (not in Old Hilliard) (\$200) Section(s): _____ <input type="checkbox"/> Graphics Plan or Package - 2-3 signs, any district (\$300) Section(s): _____ <input type="checkbox"/> Graphics Package - 4 or more signs, any district (\$750) Section(s): _____ <input type="checkbox"/> Old Hilliard: Significant Architectural Change (\$250) <input type="checkbox"/> Old Hilliard: Other Architectural Change (\$100) <input type="checkbox"/> All Other Reviews (Describe) _____ (\$100)
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Table/Postpone any Application (before any Board, Commission, or City Council)

	<u>Within Old Hilliard</u>	<u>Existing Single Family</u>	<u>All Others</u>
First	\$100	\$100	Same as original fee
Second	\$200	\$200	1.5 times original application fee
Third	\$300	\$300	2.0 times original application fee

SUBMISSION REQUIREMENTS:

- Required application fee (see above).
- One original complete application **with original signed and notarized property owner's signature.**
- One copy** of all required plans to scale on maximum 22 x 34 inch paper.
- One** reproducible **electronic copy** of all required plans to scale AND all application materials via compact disc (CD) media.
- Plot plan **to scale** showing property lines, easements, building footprint, and other information associated with the site.
- Legal description and all other documents required for the application.
- The names and mailing addresses of all property owners within 200 feet of the subject property **on mailing labels.**

I. PROPERTY INFORMATION

Applicant/Business is known as:		Property Address:	
Tax ID Number/District Parcel Number:		Parcel Size (Acres):	
		Current Zoning District:	
Property Location (if property address is not listed above)			
FOR OFFICE USE ONLY		Date Received:	
Amount Received:	Receipt Number:		

II. PROPERTY OWNER INFORMATION

Name of Current Property Owner(s) :		
Mailing Address (Street, City, State, Zip Code)		
Daytime Telephone Number:	Fax Number:	e-mail Address:

III. CONTACT INFORMATION FOR OWNER'S AUTHORIZED REPRESENTATIVE

Name of Contact Person (Ex. Attorney, Architect, etc.)		
Mailing Address (Street, City, State, Zip Code)		
Daytime Telephone Number:	Fax Number:	e-mail Address:

IV. AUTHORIZATION TO VISIT THE PROPERTY

Site visits to the property are necessary by City representatives in order to process this application. By completing and submitting this application, the Property Owner/Applicant hereby authorizes City representatives to visit, photograph, and post a notice on the property described in this application.

V. OWNER AUTHORIZATION FOR REPRESENTATIVE

I, _____, the Property Owner listed above, hereby authorize _____ to act as my representative and agent in all matters pertaining to the processing and approval of this application including modifying the project, and I agree to be bound by all representations and agreements made by the designated agent.	
Signature of Current Property Owner (listed above):	Date:
Subscribed and sworn to before me this ____ day of _____, 20____. Notary Public _____	

VI. APPLICANT'S AFFIDAVIT – (PLEASE PRINT)

STATE OF _____	COUNTY OF _____
I, _____, the applicant or the authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.	
Signature of Applicant or Authorized Representative:	Date:
Subscribed and sworn to before me this ____ day of _____, 20____. Notary Public _____	

VII. TRAFFIC IMPACTS

Which of the following conditions applies to this application (One box must be checked):

- A.** This application has no impact on traffic, safety, or congestion in the area. Example applications include sign variances, architectural changes, setback variances, etc.
No traffic analysis is required.

- B.** A traffic analysis was conducted for this site previously, and this application is consistent with the development assumed in the previous study.
No additional traffic analysis is required.
List the title and date of the previous study and include two copies with this application.

- C.** A traffic analysis was conducted for this site previously, but this application deviates from the assumptions in the previous study.
An update to the previous analysis is required.
List the title and date of the previous study and include two copies with this application.

- D.** This application does not significantly change the trip generation or access of the site as it is currently being used, and the site is located away from areas of congestion. Example applications include modifying an existing use to a less intense or equally intense use from a traffic-generation standpoint with no need to change existing traffic control devices.
A “before” and “after” trip generation comparison or a brief narrative describing the trip-generating nature of the old and new use is required to support the claim that the proposed development generates an equal or less amount of traffic.

- E.** This application has an impact on traffic in the area. Example applications include a change in use, change in size of existing use, change in access, or rezoning to a more intense land use from a traffic-generation standpoint.
A traffic operations analysis (minor traffic study) is required in accordance with the “Applicant’s Guide for Traffic Access and Impact Studies for Proposed Development”.

- F.** This application has an impact on traffic in the area. Example applications include a new development of a significant size and traffic impact (rezoning, major modification to zoning, or development plan approval) or development of a site in a location that is currently experiencing nearby congestion.
A complete transportation study (major traffic impact study) is required in accordance with the “Applicant’s Guide for Traffic Access and Impact Studies for Proposed Development”.

One paper copy and one electronic copy (all appendices in both) **OF THE TRAFFIC ANALYSIS CONDUCTED FOR THE SITE AS REQUIRED IN ACCORDANCE WITH THE “APPLICANT’S GUIDE FOR TRAFFIC ACCESS AND IMPACT STUDIES FOR PROPOSED DEVELOPMENT”.**

A traffic analysis is required if C, E, or F was checked in Section III above. A “before” and “after” comparison of traffic generated by the development is required if D was checked in Section III above.

VII. FOR REZONING OR LIMITED OVERLAY APPLICATION ONLY

PREVIOUS APPLICATION: Has an application for rezoning the property been denied by the City Council within the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, then state the basis of the reconsideration?
Reason:
PLANNED DISTRICT REQUESTS: Submit one paper copy and one electronic copy of a dated proposed development plan & text.
LIMITED OVERLAY REQUESTS: Submit one paper copy and one electronic copy of a dated proposed development plan & text.

IX. STATEMENTS – (Please attach additional sheets as necessary to fully address the statement.)

Existing Land Use/Development
Proposed Land Use/Development:
STATEMENT: State briefly how the proposed development relates to the existing and potential land use character of the vicinity. (Attach letter of intent if additional space is needed.)
STATEMENT: State briefly how the proposed development relates to the Hilliard Comprehensive Plan.
STATEMENT: State briefly how the proposed development addresses pedestrian mobility and access within the site and to/from the site.

X. PLEASE INCLUDE THE FOLLOWING:

PLAN REQUIREMENTS:

(1) SET OF PLANS TO SCALE on 22 x 34 inch paper **SHOWING:**

- a. The site and all land 500 feet beyond the boundaries
- b. North arrow and bar scale
- c. Existing conditions (Roads, buildings, vegetation, topography, jurisdictional boundaries, utilizes, etc.)
- d. Proposed Uses (Regional transportation system, densities, number of dwellings, building/unit types, square footages, parkland/open space, utilities, etc.)
- e. Existing zoning district boundaries
- f. Size of the site in acres/square feet
- g. All property lines, street rights-of-way, easements and other information related to the location of the proposed boundaries
- h. Landscape plan (tree preservation, tree replacement and table identify existing and proposed plant material including botanical name, common name, installation size, and spacing
- i. All building elevations to scale (dimensions, material colors, roof pitch, mechanicals including ground-and-roofing mounted, etc.)
- j. Color rendering or color building elevations of proposed building or building addition
- k. Storm water management plan and grading plan (conceptual plans may satisfy this requirement)
- l. Site lighting plan (including location and types of fixtures and light sources)
- m. Signage (including existing and proposed sign location and elevation drawing in color)

One sample board of exterior building material including colors name of manufacturer.

XI. NEIGHBORING PROPERTY OWNERS

Submit one complete list of all neighboring property owners within 200 feet from the perimeter of the subject property and their mailing addresses. Such list to be in accordance with the County Auditor's current tax list. The list must be submitted either on labels or on a computer disk formatted for Avery 5160. **Applications lacking this information WILL NOT BE ACCEPTED.**

CITY OF HILLIARD 2013 BOARD AND COMMISSION SCHEDULE

All deadlines are 12:00 noon.

Applicants should meet with staff two weeks prior to submitting applications.

PLANNING COMMISSION

MEETING DATE	APPLICATION DEADLINE	STAFF REVIEW	AGENDA TO PAPER	AGENDA PUBLISHED	REVISION DEADLINE	MAIL NOTICES	PACKET DATE
1/10/2013	12/5/2012	12/12/2012	12/14/2012	12/19/2012	12/26/2012	12/28/2012	1/4/2013
2/14/2013	1/9/2013	1/16/2013	1/18/2013	1/23/2013	1/30/2013	2/1/2013	2/8/2013
3/14/2013	2/6/2013	2/13/2013	2/15/2013	2/15/2012	2/22/2012	2/24/2012	3/8/2013
4/11/2013	3/6/2013	3/13/2013	3/15/2013	3/20/2013	3/27/2013	3/28/2013	4/5/2012
5/9/2013	4/3/2013	4/10/2013	4/12/2013	4/17/2013	4/24/2013	4/26/2013	5/3/2013
6/13/2013	5/8/2013	5/15/2013	5/17/2013	5/22/2013	5/29/2013	5/31/2013	6/7/2013
7/11/2013	6/5/2013	6/12/2013	6/14/2013	6/19/2013	6/26/2013	6/28/2013	7/5/2013
8/8/2013	7/3/2013	7/10/2013	7/12/2013	7/17/2013	7/24/2013	7/26/2013	8/2/2013
9/12/2013	8/7/2013	8/14/2013	8/16/2013	8/21/2013	8/28/2013	8/30/2013	9/6/2013
10/10/2013	9/4/2013	9/11/2013	9/13/2013	9/18/2013	9/25/2013	9/27/2013	10/4/2013
11/14/2013	10/9/2013	10/16/2013	10/18/2013	10/23/2013	10/30/2013	11/1/2013	11/8/2013
12/12/2013	11/6/2013	11/13/2013	11/15/2013	11/20/2013	11/27/2013	11/27/2012	12/6/2013
1/9/2014	12/4/2013	12/11/2013	12/13/2013	12/18/2013	12/23/2013	12/27/2013	1/3/2014

Minimum notice is ten days to property owners within 200 feet and twenty days in a local newspaper
 Signage cases are heard by the Planning and Zoning Commission per Hilliard Code Section 1191.04 (b)
 For complete agendas visit the City's website at www.cityofhilliard.com under Calendar of Events
 Planning and Zoning Commission typically meets the second Thursday (non-holiday) of each month at 7:00 PM at 3800 Municipal Way, unless otherwise published. In the event that more than ten new applications are received for a particular meeting, then a second meeting will be held on the fourth Tuesday of the month following the application deadline.
 Applicants must be in attendance at the meeting of the Planning and Zoning Commission.
 Please contact John Talentino at 334-2444 with questions about applications.