



# Development & Engineering Services

## Major or Minor Amendment Application

**Complete this page and follow the directions on page 2**

Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Owner Name\*\*: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

OFFICE USE ONLY

Filing Date \_\_\_\_\_  
 Hearing Date \_\_\_\_\_  
 Case No. \_\_\_\_\_

**\*\* If Applicant is other than owner, written consent of owner is required for variance.**

**Location of Property**

Street Address: \_\_\_\_\_  
 (north, south, east, west) side of \_\_\_\_\_, \_\_\_\_\_ feet  
 (north, south, east, west) from the intersection of \_\_\_\_\_  
*Attach copy of legal description of the property as recorded in the County Recorder's office.*

**Case Description.**

Present Zoning District: \_\_\_\_\_ Total Acres: \_\_\_\_\_  
 Description of the existing use of property: \_\_\_\_\_  
 \_\_\_\_\_  
 Description of proposed use of property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Applicant must also attach a letter justifying the variance, see page 2, Section C for directions.*

Applicant/Owner \_\_\_\_\_ Date \_\_\_\_\_

Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

FILING FEES (office use only):

Major/Minor Amendment (\$75.00): \_\_\_\_\_  
**Receipt No.:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

**COMPLETE THIS SECTION FOR A PUD MAJOR OR MINOR AMENDMENT**

Turn in the following items for a complete application.

**A. SITE PLAN-- Must submit five copies**

The applicant/owner shall provide a site plan drawn to scale which shows the following, *if applicable*:

1. Property/Boundary lines
2. Exterior lot dimensions
3. Size and location of all existing structures
4. Location and size of proposed new construction
5. Setbacks of all structures from property boundary lines.
6. Distance between structures.
7. Show location of any and all streets, alleys, right-of-ways and easements that are contiguous to the property requesting the Variance.
8. Open space, landscaping, signage
9. Photos or graphics that illustrate proposed project

**B. LIST OF PROPERTY OWNERS**

Provide a list of all property owners (as recorded in the Montgomery County Auditor’s office) within 200 ft. of the boundaries of the property being considered.

*Example:*

<u>Property Address</u>	<u>Parcel I.D. #</u>	<u>Owner Name</u>	<u>Owner Mailing</u>
123 Clubhouse Way	B02 00000 0000	Carol Smith	124 Green Way
345 Brown School Rd.	B02 11111 1111	Fred Jones	Vandalia, OH 45377 345 Brown School Rd.

**C. LETTER OF JUSTIFICATION**

The applicant shall submit a letter of justification that describes the request for the Major Amendment. The letter shall describe why the amendment is necessary and how it relates to the approved plan and/or Comprehensive Plan.

## Planning Commission Meeting Schedule

### LOCATION

Planning Commission meets in the in the Conference Room in the Municipal Building's Engineering Department at 333 James E. Bohanan Memorial Drive at 7:00 PM\*.

*\*All meeting dates and times are subject to change.*

### CALENDAR YEAR 2014\*

<u>Meeting Date</u>	<u>Application Deadline**</u>	<u>Council Meeting</u>
January 14, 2014	December 26, 2013	February 3, 2014
January 28, 2014	January 9, 2014	February 17, 2014
February 11, 2014	January 23, 2014	March 3, 2014
February 25, 2014	February 6, 2014	March 17, 2014
March 11, 2014	February 20, 2014	April 7, 2014
March 25, 2014	March 6, 2014	April 21, 2014
April 8, 2014	March 20, 2014	May 5, 2014
April 22, 2014	April 3, 2014	May 19, 2014
May 13, 2014	April 24, 2014	June 16, 2014
May 27, 2014	May 8, 2014	July 21, 2014
June 10, 2014	May 22, 2014	July 21, 2014
June 24, 2014	June 5, 2014	August 18, 2014
July 8, 2014	June 19, 2014	August 18, 2014
July 22, 2014	July 3, 2014	September 2, 2014
August 12, 2014	July 24, 2014	September 2, 2014
August 26, 2014	August 7, 2014	September 15, 2014
September 9, 2014	August 21, 2014	October 6, 2014
September 23, 2014	September 4, 2014	October 20, 2014
October 14, 2014	September 25, 2014	November 3, 2014
October 28, 2014	October 9, 2014	November 17, 2014
November 11, 2014	October 23, 2014	December 1, 2014
November 25, 2014	November 6, 2014	December 15, 2014
December 9, 2014	November 20, 2014	January 5, 2015
December 23, 2014	December 4, 2014	January 20, 2015

### **\*\*Application deadline and acceptance \*\***

Planning Commission meets the second and fourth Tuesday of the month. Completed applications must be received no later than **three weeks prior to the meeting**. Incomplete applications may be rejected.