



Zoning Department
Michele Boni, Planning and Zoning Director

Rezoning Application

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Property Information

Site Address:

Parcel ID(s):

Total Acreage:

Subdivision:

Lot #:

Property Description

Acres to be rezoned:

Current Land Use:

Surrounding Land Uses:

North

South

East:

West

Rezoning Request

Current Zoning District:

Proposed Zoning District:

Proposed Land Use:

Request:

Decision Dates

Staff Technical Review:

Delaware County Regional Planning Commission (DCRPC):

Zoning Commission:

Board of Trustees:

Staff Use Only

ZON #

Date Filed:

Fee Paid:

Payment:

Received By:

Hearings

Decision

Tech Review:

DCRPC Date:

ZC:

BOT:

Checklist

- ☐ Fee Payment (check or money order only)
- ☐ Completed Application
- ☐ Notarized Signatures
- ☐ Available Utilities (see page 4)
- ☐ Development text (see page 4)
- ☐ Development Map (see page 5)
- ☐ Legal Description & Survey (see page 5)

Water & Wastewater

Water Supply

☐ Public (Central)

☐ Private (On-site)

☐ Other

Wastewater Treatment

☐ Public (Central)

☐ Private (On-site)

☐ Other

Submittal Options

Drop off: 1680 E Orange Road
Lewis Center, OH 43035

Mail in: 1680 E Orange Road
Lewis Center, OH 43035



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Applicant Information

☐ Same as applicant

Name:

☐ Individual ☐ Corporation (If so State:) ☐ Other

Address:

Phone #

Fax#

Email:

Owner Authorization attached: ☐ Yes ☐ No

Agent Information

☐ Same as applicant

Name:

☐ Individual ☐ Corporation (If so State:) ☐ Other

Address:

Phone #

Fax#

Email:

Owner Authorization attached: ☐ Yes ☐ No

Property Owner Information

☐ Same as applicant

Name:

☐ Individual ☐ Corporation (If so State:) ☐ Other

Address:

Phone #

Fax#

Email:



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Affidavit

I hereby certify that the facts, statements, and information presented within this application form and any subsequent documents attached hereto are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the Township. I hereby certify that I have read and fully understand all the information required in this application form and all applicable requirements of the Orange Township Zoning Resolution.

Applicant/Authorized Agent Affidavit

I, _____ (Print Name), hereby certify that all information provided is true and accurate. I agree to be bound by all provisions of the Orange Township Zoning Resolution.

Individual Applicant's/Agent's Signature

Date

Individual subscribed and sworn in my presence this _____ day of _____, 20____.

Notary Public

Non-Individual Applicant's/Agent's Signature

Date

Non-Individual subscribed and sworn in my presence this _____ day of _____, 20____ both personally and on behalf of _____.

Notary Public

Property Owner's Signature

I, _____ (Print Name), hereby authorize the applicant/agent listed above to file this application on my behalf and agree to amendment of the same as they deem appropriate.

Individual Property Owner's Signature

Date

Individual subscribed and sworn in my presence this _____ day of _____, 20____.

Notary Public

Non-Individual Property Owner's Signature

Date

Non-Individual subscribed and sworn in my presence this _____ day of _____, 20____ both personally and on behalf of _____.

Notary Public

Rezoning/Text Amendment Application Requirements

Any applicant who requests a zoning change is solely responsible for filing all materials required by the application in their entirety. Please consult with the Zoning Department to obtain a copy of pertinent development standards prior to filing a rezoning request. An incomplete application will not be placed on an agenda until it is determined to be complete, having all relevant issues and zoning regulations addressed in plan and/or text form.

- At the time of filing, applicant must submit the following:
 - ☐ Completed application form
 - ☐ Ten (10) copies of all maps/plans (24" X 36" maximum)
 - ☐ Ten (10) reduced-scale copies of all maps/plans (11" X 17")
 - ☐ Ten (10) copies of development text and supplemental information
 - ☐ Digital Copy (pdf format) of all materials noted above
 - ☐ Fee (see current fee schedule)
- Basic Content of Development Text
 - ☐ Development Plan text (appropriate font & margins, cover page, table of contents, individual page #s and author)
 - ☐ Name of development
 - ☐ Most recent Zoning Resolution text (applicable articles) used as a presentation template (with Disclaimer)
 - ☐ Date of text and all subsequent revisions
 - ☐ Text shall address all standards in the respective zoning district
 - ☐ Detailed overview of the project
 - ☐ Legal description of the property. Current property survey to include acreage, all bearings and distances, and referencing an established beginning point.
 - ☐ Location/Area map. Base maps to scale (example: 1"= 100') are required. You can obtain this information and print a copy of the map on <http://www.delco-gis.org/auditor/>
 - ☐ All information that pertains to water, sanitary sewer, gas, electric and telecommunications must be provided. If services are to be provided by a private or public entity, a letter must be provided verifying that the services exist and that the applicant will have access to such services. If an on-lot septic system and/or well are proposed, information from the Delaware General Health District (or appropriate agency) must be provided.
 - ☐ Permitted, conditional and prohibited uses
 - ☐ Development plan procedure
 - ☐ Development standards
 - ☐ Gross Density/Lot Coverage
 - ☐ Phasing plans (if applicable)
 - ☐ Site development and easement agreements
 - ☐ List of divergences from Zoning Resolution provisions (if any) being requested (list code sections)
 - ☐ Any additional information or exhibits deemed necessary for proper consideration of the application by the Zoning Department, Zoning Commission and Board of Township Trustees

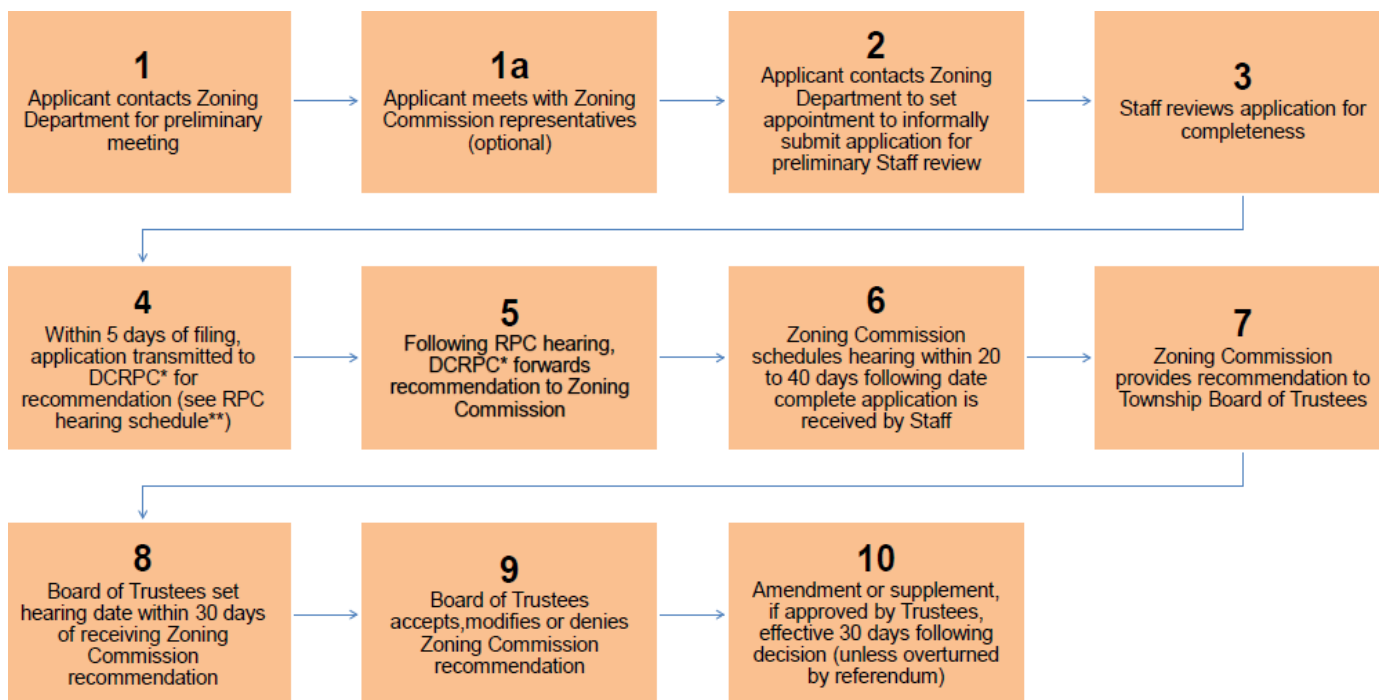
Rezoning/Text Amendment Application Requirements Cont.

- Maps, Plans and Exhibits
 - ☐ Names of the applicant, architect, engineer and contractor with the respective addresses and phone numbers.
 - ☐ Street address of the subject property, the exact distance and direction to the nearest street intersection, and any other landmarks that would assist in locating and identifying the property.
 - ☐ Current zoning and use of each adjacent property.
 - ☐ North arrow on site plan(s).
 - ☐ Scale of drawing. Please use a suitable standard scale (i.e. 1"=100')
 - ☐ Dimensions, bearings and location of:
 - ☐ Property lines on all sides
 - ☐ All perimeter setback lines (front, rear, side, building and parking) and building separation (if applicable)
 - ☐ Existing and proposed building/s with size and height
 - ☐ Dumpster location/s
 - ☐ Proposed curb cuts, access drives and sidewalk locations (if any)
 - ☐ Existing sidewalks, curbs, alleys, streets, and service or frontage roads
 - ☐ Open space areas (no build/no disturb zones)
 - ☐ Lot size/s with acreage amount shown
 - ☐ Landscaping (plant species & quantities, planting details)
 - ☐ Lighting (photometrics, cut sheets)
 - ☐ Parking (space calculations required vs. proposed, parking stall dimensions)
 - ☐ Signage, including all details (in color)
 - ☐ Pedestrian/bikeway trails & easements
 - ☐ Parcel and building area in square feet
 - ☐ Density and lot coverage (gross & net)
 - ☐ Dimensions and location of existing and proposed parking and loading facilities, including but not limited to aisles, driveways, parking and loading stalls, entrances, exits, median strips, traffic islands, lighting, screening, fences, landscaping, greenbelts and signage.
 - ☐ Existing and proposed traffic circulation pattern.
 - ☐ Contour lines, soil types, and existing and proposed drainage facilities comprising the subject property.
 - ☐ Dimensions and location of existing and proposed sanitary wastewater system/s, water supply system/s and other utilities.
 - ☐ A letter approving on-site system/s is required from Delaware County General Health District
 - ☐ Phasing plans (if applicable)
 - ☐ Site development and easement agreements
 - ☐ Building Elevations (in color)
 - ☐ Architectural standards and exhibits including color chart and building materials
 - ☐ Any additional information or exhibits deemed necessary for proper consideration of the application.

Rezoning/Text Amendment Application Requirements Cont.

- Supplemental Information
 - ☐ Copy of Deed and/or Covenants
 - ☐ Zoning exhibit (legal description and survey)
 - ☐ Engineering feasibility (i.e traffic impact study, stormwater management)
 - ☐ Any additional correspondence from appropriate federal, state and local agencies.

Application Procedure



*Delaware County Regional Planning Commission (DCRPC)

** [DCRPC Calendar](#)