



## ZONING CHANGE APPLICATION AND PLANNED DEVELOPMENT CHECKLIST

---

|                   | <b><u>LEGAL OWNER:</u></b> | <b><u>APPLICANT (IF DIFFERENT):</u></b> |
|-------------------|----------------------------|-----------------------------------------|
| Name (printed):   | _____                      | _____                                   |
| Mailing Address:  | _____                      | _____                                   |
|                   | _____                      | _____                                   |
|                   | _____                      | _____                                   |
| Telephone Number: | _____                      | _____                                   |
| Email Address:    | _____                      | _____                                   |

**ADDRESS OF PROPERTY INVOLVED:** \_\_\_\_\_

**COUNTY CAD PARCEL ID NUMBER(S):** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY INVOLVED:** Include Lot, Block, Subdivision Name, Survey, Abstract, and Address. Attach a separate page for metes and bounds descriptions.

\_\_\_\_\_  
**NOTE:** The legal description is used to publish notice of the required hearings and prepare the final ordinance granting the zoning change. The description must be sufficient to allow a qualified surveyor to take the description and locate and mark off the tract on the ground. Each applicant should protect himself by having his surveyor or attorney approve his legal description. Failure to do so by the applicant may delay the passage of the final ordinance or the ordinance being declared invalid at some future date because of an insufficient legal description. *The applicant may use the attached certificate to give notice to the City of the sufficiency of the legal description; however, the same is not a requirement of the Application.*

**CURRENT ZONING OF THE PROPERTY:** \_\_\_\_\_

**REQUESTED ZONING OF THE PROPERTY:** \_\_\_\_\_

**If the Requested Zoning is Planned Development, address all items in the Planned Development Checklist included with this application.**

**REASON FOR REQUEST:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**\* If there are DEED RESTRICTIONS pertaining to the intended use of the property, include a copy of the restrictions.**

**The zoning change review and approval process takes approximately 60 days from the application deadline. The Planning and Zoning Commission and City Council will conduct public hearings and act on this application. A project representative must attend the Planning and Zoning Commission and City Council meetings to testify and answer questions from the Commission and Council.**

**OWNER STATEMENT:** I have attached to this application, as Exhibit “A”, a plat showing the property that is the subject of this requested Zoning Change and have read the note above concerning the importance of my submission to the City of a sufficient legal description.

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LEGAL DESCRIPTION CERTIFICATE:**

**I hereby certify that I have checked the legal description of the property described in this Application and the same describes the tract of land shown on the Plat attached hereto as Exhibit “A” and said description is sufficient to allow a qualified surveyor to locate and mark off said tract on the ground.**

\_\_\_\_\_  
Signature of (Circle One) SURVEYOR / ATTORNEY FOR THE APPLICANT

**CITY OFFICE USE ONLY:**

Fees paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ CC \_\_\_\_\_ Cash \_\_\_\_\_

P&Z Hearing Notice Published & Mailed (10 days prior): \_\_\_\_\_

P&Z Public Hearing: \_\_\_\_\_

City Council Notice Published (15 days prior): \_\_\_\_\_

City Council Public Hearing: \_\_\_\_\_

**PLANNED DEVELOPMENT CHECKLIST:**

**If the requested zoning is a Planned Development, all items in the following list must be addressed in the Concept Plan and Development Plan.** The following requirements are established by the Heath Code of Ordinances, § 159.28 (PD) PLANNED DEVELOPMENT DISTRICT with references included in (parentheses). This checklist provides a summary only and does not outline every requirement. **This checklist is to be used in conjunction with, not instead of, the appropriate ordinances.**

1. ☐ An application for a “Planned Development District” is submitted to the Planning and Zoning Commission in the same manner as an application for a zoning change. The application is accompanied by the items required by the Zoning Ordinance, including a Concept Plan.
2. ☐ Concept Plan shall be submitted on a topography base map at a scale of 1”=100’ or ( ). Also included is an 8-1/2”x11” reduction, with no less than 5’ contour intervals. (E.1.b)
3. ☐ Concept Plan shall include all items in Section 158.05 of the Subdivision Regulations as summarized below (see ordinance for details):
  - a. ☐ Names and addresses of the subdividers, record owner, land planner, engineer and/or surveyor.
  - b. ☐ Proposed name of subdivision.

- c. ☐ Location in relation to the rest of the city and boundaries of proposed subdivision.
  - d. ☐ A schematic layout of the entire tract and its relationship to adjacent property and existing adjoining development.
  - e. ☐ Proposed major categories of land use showing existing and proposed zoning.
  - f. ☐ Proposed number of dwelling units and population densities.
  - g. ☐ Proposed and existing arterials and collector streets to serve general area.
  - h. ☐ Location of sites for parks, schools and other public uses as shown in the comprehensive plan.
  - i. ☐ Significant natural drainage features including drainage courses and wooded areas, as delineated on USGS topographic maps or any other topographic maps showing equivalent information.
4. ☐ Concept Plan includes a metes and bounds description of the entire PD tract. (E.1.b.1)
  5. ☐ Concept Plan includes a drawing locating flood plain areas, water bodies, creeks, drainage areas, and significant natural features. (E.1.b.2)
  6. ☐ Concept Plan includes sufficient evidence to establish that the applicants are the owners and/or have control of all the outstanding interests in the land and structures herein. (E.1.b.3)
  7. ☐ Concept Plan includes a drawing locating all land use areas, providing a preliminary layout of the lots and interior streets in each area, showing proposed gross acreage of each use, open space, max lots coverage, max height, min setbacks, residential densities, approx gross floor area and floor area ratio for all commercial and office uses. (E.1.b.4)
  8. ☐ Concept Plan includes location of all major access points, thoroughfares and collectors within the development. (E.1.b.5)
  9. ☐ Concept Plan identifies all major land use classifications approx acreage within development related to current zoning district designations or specific purpose. (E.1.b.6)
  10. ☐ Concept Plan includes indication of each phase of development if the proposed PD is to be in separate phases. (E.1.b.7)
  11. ☐ Concept Plan includes indication by acreage or percentage of total development of all major areas planned for public and private open space. (E.1.b.8)
  12. ☐ Concept Plan includes land area within the site and land area of all abutting sites with zoning classifications thereon, and dimensions and locations of all public and private rights-of-way and easements bounding and intersecting the site. (E.1.b.9)
  13. ☐ Concept Plan includes location and height of each wall, fence and screen planting used as a buffer between the uses and from adjacent property owners. (E.1.b.10)
  14. ☐ Concept Plan includes all landscaped areas, including any reserved open space to be retained. Detailed landscaping plan may be required. (E.1.b.11)

15. ☐ Concept Plan may be required to include estimates of traffic volumes and turning movements. (E.1.b.12)
16. ☐ Concept Plan is signed by the applicant's engineer and planner, if any. (E.1.b.13)
17. ☐ Concept Plan is accompanied by a location map showing the relationship of the planned development to adjacent properties (noting the zoning classifications of such properties) and thoroughfares. (E.1.b.13)
18. ☐ If the project is to be developed in phases, a proposed phasing plan that identifies the sequence of development and a time schedule for installation of major capital improvements to serve the development (E.1.b.14).
19. ☐ Concept Plan shall include a chart depicting the following information by phase:
  - a. ☐ Acreage of each proposed phase;
  - b. ☐ Total number of dwelling units by type and lot size; and
  - c. ☐ Minimum dwelling unit sizes. (E.1.b.15)
20. ☐ Concept Plan includes a general description of any homeowners association requirements and covenants to be imposed on the property. (E.1.b.16)
21. ☐ Concept Plan includes a written description of all requested deviations from the base zoning district in each phase and any other special development standards. (E.1.b.17)
22. ☐ A public hearing shall be conducted before the Planning and Zoning Commission in accordance with appropriate ordinances. (E.1.c)
23. ☐ The Planning and Zoning Commission makes a recommendation to approve or deny the zoning change to PD. (E.1.c)
24. ☐ The Planning and Zoning Commission makes a recommendation to approve, modify or deny the proposed Concept Plan and conditions. (E.1.c)
25. ☐ To begin development on all or part of a site, a final Development Plan shall be submitted. Upon its approval, the Development Plan shall be recorded and kept on file by the City, together with the preliminary plat. The Development Plan must conform to the approved Concept Plan, either for the total Planned Development District or for each phase. Consideration of a development plan that does not contain any major changes from the approved concept plan will not require additional public hearings. (E.2.a)
26. ☐ Development Plans for each phase may be submitted separately as the phases are ready for development. (E.2.g.)
27. ☐ The Development Plan is submitted to the City Secretary and includes a check list of items to be included on the Development Plan. (E.2.b)
28. ☐ Major changes in the Development Plan shall be considered the same as amendments to the Zoning Ordinance and the Concept Plan and processed accordingly. The following changes are not considered major changes: changes that do not alter the basic relationship of the proposed development to adjacent property; changes that retain the character of the development; changes that

do not significantly alter the uses permitted, or significantly increase the density, setbacks, height or coverage of the site; changes that do not significantly increase the problems of traffic circulation, safety or utility requirements.

**29.** ☐ If the Development Plan contains major changes from the approved Concept Plan, the Development Plan shall be rejected by the Planning & Zoning Commission and/or the City Council. A new application and filing fee (optional) shall be required and a public hearing City of Heath - Planned Development Guide Sheet 3 scheduled. (E.2.e)

**30.** The Development Plan, in addition to those items in the Concept Plan, shall include/show:

- a.** ☐ The development plan of the entire planned development or of the proposed phase at 1"=100' or ( ) and an 8-1/2"x11" reduction showing the proposed finished grade of the area at 2 foot intervals. (E.2.f.1)
- b.** ☐ A tabulation of the area proposed to be devoted to each land use and a tabulation of the average population density per net acre and per gross acre in the area proposed to be devoted to residential use. (E.2.f.2)
- c.** ☐ A description of the proposed lot or lots and boundaries thereof, and proposed setbacks on the lots and proposed minimum dwelling unit sizes. (E.2.f.3)
- d.** ☐ The plan includes, excepting single family dwellings, the location of each existing and each proposed structure in the development, the use/uses to be contained therein, the number of stories, the gross floor area, and the location of entrances and loading points thereof. (E.2.f.4)
- e.** ☐ All public rights-of-way, curb cuts, driving lanes, parking areas, loading areas, public transit areas, and illumination facilities for the same (design criteria may be required), including existing facilities to be relocated. (E.2.f.5)
- f.** ☐ All pedestrian walks, malls, and open areas for use by tenants or visitors. (E.2.f.6)
- g.** ☐ All reservations for public uses , including parks, playgrounds, schools and other open spaces. (E.2.f.7)
- h.** ☐ The location, size, height, and orientation of each sign, except signs that are flat on building facades and that do not directly face property in a residential district, or directional signs. (E.2.f.8)
- i.** ☐ Facilities for waste disposal on other than single family uses. (E.2.f.9)
- j.** ☐ Proposed street names for all public roads. (E.2.f.10)
- k.** ☐ The plan may be required to show elevations and/or perspective drawings to determine the relationship of the buildings to adjacent property, open spaces, and other plan features. (E.2.f.11)
- l.** ☐ Any and all of the required features may be incorporated on a single drawing that is clear and suitable for evaluation by City officials. (E.2.f.12)
- m.** ☐ A legal instrument establishing a plan for permanent care and maintenance of any common areas or communally owned facility and any privately owned open spaces. This submission is required prior to approval of a development plan. (E.2.f.13)

- n. ☐ The title page of each application and set of plans are signed by the applicant's architect, planner, landscape architect, engineer and/or land surveyor if these services are required. (E.2.f.14)
  - o. ☐ A list of any changes from the Concept Plan which are contained in the Development Plan. (E.2.f.15)
  - p. ☐ Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases and the scheduled timing and sequencing of development. (E.2.f.16)
  - q. ☐ If standards or deviations approved with the Concept Plan are different from the base zoning district, (ie. lot sizes, building setbacks and similar requirements) such standards and deviations shall be illustrated on the Development Plan. (E.2.f.17)
  - r. ☐ The full text of any homeowners or owners association requirements and covenants to be imposed on the property. (E.2.f.18)
31. ☐ **The application shall list all requested differences, if any, from the standard requirements set forth throughout the Zoning Ordinance.\*\* Applications without this list will be considered incomplete \*\*. (D.1)**
32. ☐ The Development Plan submitted under subsection E is accompanied by a preliminary plat that meets the requirements of the Subdivision Ordinance. (H.2)