



## **ZONING MAP AMENDMENT (INCLUDING PUDs)**

### **REQUIRED INFORMATION FOR APPLICATION SUBMITTAL**

*All applications shall require submittal of one full-sized hard copy and one digital copy of all documents*

- 1) Completed Pre-Development Meeting (required unless waived by Director). Send an email to [planning@delawareohio.net](mailto:planning@delawareohio.net) to schedule a pre-development meeting.
- 2) Completed and signed Master Application Form which includes:
  - a) Applicant(s) name, address, phone number.
  - b) Name, address, phone numbers of all owners of the property.
  - c) Signature by applicant.
  - d) If the applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached).
  - e) Name, address, phone number, e-mail address of contact person for information and questions.
  - f) Name, phone number, e-mail address of Engineer, Attorney, and/or Architect if applicable.
- 3) A written and signed "letter of intent" establishing intentions as to development of the property, including existing and proposed use(s) of the property, and a detailed listing of the common ownership or unified control of the entire property or properties included in the proposed development.
- 4) One copy of the legal description of the property proposed to be rezoned.
- 5) *If required*, a concept plan for the site on drawing sheet sizes of 22" x 34" indicating:
  - a) Type of residential or non-residential development.
  - b) General location of various land uses within the site.
  - c) General street access and circulation pattern.
  - d) Proposed setbacks from surrounding properties and streets.
  - e) General concepts for screening and buffering.
  - f) General type and location of proposed recreational or open space areas and facilities.
  - g) Conceptual layout and arrangement of property.
  - h) Proposed building locations (optional).
  - i) Current zoning classification of each property included in the development.
  - j) Proposed street improvements.
  - k) Location map and vicinity map showing location and boundaries of PUD and names of existing streets surrounding proposed PUD.
  - l) Boundary survey of property:
    - i. Dimensions and bearings of property lines.
    - ii. Area in acres.
    - iii. Existing topography at 2-foot contours.
    - iv. Existing natural and man-made features of site including wooded areas, floodplains, wetlands, structures, streets, easements, utility lines, current land uses.
  - m) For R-PUD or MX-PUD, proposed gross residential dwelling unit number, density, and type.
  - n) Do NOT include elevations, development text, construction plans, etc.
- 6) A list of property owners located within the 200-foot buffer area from the Delaware County website. To obtain the list use the link: [Delaware County, Ohio Auditor GIS \(delco-gis.org\)](http://delco-gis.org). The *buffer* can be found in the upper right corner under *tools*.
- 7) Fees will be invoiced upon official acceptance of the application and required materials. Fees can be found in the fee

schedule at [delawareohio.net/planning](http://delawareohio.net/planning).

- 8) A sign will be required to be posted on site as outlined in section 1129.04 of the Zoning Code at least ten days prior to the public hearing. The sign can be picked up at the Department of Public Works 440 E. William Street. The sign must be returned to the same address immediately upon final approval by Planning Commission or City Council to avoid replacement penalties or permitting delays.
- 9) *If a development plan is to follow, begin coordinating Engineering items in accordance with the [Engineering Design Standards \(EDS\)](#), – some items, like a Traffic Impact Study or Preliminary Stormwater Management Report, will be required to be finalized before development plan submittal. Email [EngLandDev@delawareohio.net](mailto:EngLandDev@delawareohio.net) with questions.*

## Agent Form

The undersigned, owner(s) of the certain real property described in the attached application, do hereby appoint and expressly grant full authority to *(Name of Agent)* \_\_\_\_\_ to act as the sole agent(s) of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Delaware in connection with this same case, and by all decisions made by the City in connection with this same case.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

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State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to or affirmed and subscribed before me by \_\_\_\_\_

*Owner(s) Name(s)*

this date of \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Notary Printed Name

\_\_\_\_\_  
Commission Expiration Date

