The City of
Alliance, OHIO, 44601-2415
"The Carnation City"
504 EAST MAIN STREET

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Zoning Change Checklist

The following information **MUST** be included with all request for zoning changes submitted for review and processing in order to constitute a complete Zoning Change Package. **Incomplete applications will not be processed. All applicable requirements will be strictly enforced.**

Complete Zoning Change Package Includes:
- ❑ This completed form
- ❑ Planning Commission Application
- ❑ Application for Zoning Amendment
- ❑ 2 Sets of Addressed, Stamped Envelopes for each parcel adjacent and across from the site.
- ❑ 20 Copies of the Plan
- ❑ One 8"x11" Copy of Plan

Please check the following items to ensure the plan has complied with the City of Alliance's Zoning Change Requirements. These are the minimum requirements. The applicant is responsible to provide any and all other information that is pertinent to the proposed zoning change. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal. **Incomplete submittals will not be processed. All applicable requirements will be strictly enforced.**

Plan Requirements
- ❑ The drawing scale must be appropriate for the detail of the plan. The scale must be either 1"=10', 20', 30', 40', 50', 60', or 100'. A different drawing scale must be approved prior to submittal.
- ❑ Include a North arrow.
- ❑ Distinguish the area to be rezoned.
- ❑ State the proposed type of zoning
- ❑ Label the site's parcel number, City Lot or Outlot number, zoning category, owner's name, and acreage of the site.
- ❑ Label adjacent properties' parcel numbers, City Lot or Outlot numbers, zoning category, owner's names.
- ❑ Show the location of the parcel with respect to the intersection of two roadways (this may be done with a dimensional tie).
- ❑ Include a boundary description of the area proposed to be rezoned.

The Engineering & Building Department will review the zoning change when it has been processed. If there are any comments, the applicant will receive the comments by fax and mail. Three copies of the revised plan must be submitted with a response letter addressing each comment. If a response letter is not received, the plan will not be reviewed. Ample time should be given to allow for review of the resubmittals. (*The week of Planning Commission is typically insufficient time to review the resubmittals prior to Planning Commission.*)

Cost of legislation to be paid by: _____

Name and address: _____

_____

Does this zone change need to have an emergency clause? *YES*_____ *NO*_____

If yes, state reason: _____

_____

I do hereby attest that all above applicable items have been incorporated into the plan. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

_____ _____

Signature of the Applicant Date

713.12 Zoning regulations notice and hearing.

Before any ordinance, measure, regulation, or amendments thereto, authorized by sections 713.07 to 713.11, inclusive, of the Revised Code, may be passed the legislative authority of the municipal corporation shall hold a public hearing thereon, and shall give at least thirty days' notice of the time and place thereof in a newspaper of general circulation in the municipal corporation. If the ordinance, measure, or regulation intends to re-zone or re-district ten or less parcels of land, as listed on the tax duplicate, written notice of the hearing shall be mailed by the clerk of the legislative authority, by first class mail, at least twenty days before the date of the public hearing to the owners of property within and contiguous to and directly across the street from such parcel or parcels, to the addresses of such owners appearing on the county auditor's current tax list or the treasurer's mailing list and to such other list or lists that may be specified by the legislative authority. The failure of delivery of such notice shall not invalidate any such ordinance, measure, or regulation. During such thirty days the text or copy of the text of such ordinance, measure, or regulation, together with the maps or plans, or copies thereof, forming part of or referred to in such ordinance, measure, or regulation and the maps, plans, and reports submitted by the planning commission, board, or officer shall be on file, for public examination, in the office of the clerk of the legislative authority or in such other office as is designated by the legislative authority. No such ordinance, measure, or regulation which violates, differs from, or departs from the plan or report submitted by the commission, board, or officer shall take effect unless passed or approved by not less than three fourths of the membership of the legislative authority. No ordinance, measure, or regulation which is in accordance with the recommendations, plan, or report submitted by the commission, board, or officer shall be deemed to pass or take effect without the concurrence of at least a majority of the members elected to the legislative authority.

Effective Date: 06-01-1970

1180.23 AMENDMENTS.

(a) Initiation of Amendment. The Council may from time to time, at its own initiative or upon recommendation from the Commission or on petition, amend, supplement, or change the district boundaries or the regulations herein, pursuant to the authority and procedures set forth in the Revised Code. Text amendments may be proposed by any governmental body or any interested person or organization. Changes in district boundaries may be proposed by any governmental body, any person having a freehold interest in the subject property, or by the designated agent of a person having a freehold interest in the property.

(b) Application for Amendment. A petition for an amendment to the text of this Ordinance or an amendment to change the zoning classification of a particular property shall be commenced by filing a petition with the Administrative Official, on the forms and accompanied by the fees specified. The petition shall explicitly describe the proposed amendment and shall be signed by the applicant. Petitions for rezoning of a specific site shall be accompanied by a plot plan or survey. All applications shall contain the following information, where applicable:

(i) One completed and signed copy of an application for Commission Review;

(ii) 20 individually folded copies of the plot plan;

(iii) Completed and signed checklist;

(iv) One 8-1/2 by 11 inch size, or 11 by 17 inch size, reduced copy of plot plan;

(v) Applicant's name, address, and telephone number;

(vi) Scale, northpoint, and dates of submission and revisions;

(vii) Zoning classification of petitioner's parcel and all abutting parcels;

(viii) Existing lot lines, building lines, structures, parking areas, driveways, and other improvements on the site and within 100 feet of the site;

(ix) Dimensions, centerlines, and right-of-way widths of all abutting streets and alleys;

(x) Location of existing drainage courses, floodplains, lakes and streams, and woodlots;

(xi) All existing and proposed easements;

(xii) Location of sanitary sewer systems, existing and proposed;

(xiii) Location and size of water mains and building service leads, existing and proposed;

(xiv) Two sets of addressed, stamped envelopes for owners and occupants of each parcel adjacent to and across all streets from the site; and

(xv) The required review fee.

After the completed petition and all required supporting materials have been received and fees paid, the petition shall be reviewed in accordance with the following procedures.

(c) Commission Review. The petition shall be placed on the agenda of the next regularly scheduled meeting of the Commission. The Commission shall review the petition for amendment in accordance with the procedures set forth in the Revised Code.

(d) Action by the Commission and Council. The Commission shall make written findings of fact which it shall transmit together with comments received and its recommendations to the Council. The Council shall hold a public hearing in accordance with procedures set forth in the Revised Code. The Council may by majority vote of its membership:

(i) Adopt the proposed amendment.

(ii) Reject the proposed amendment.

(iii) Refer the proposed amendment back to the Commission for further recommendation within a specified time period. Thereafter, the Council may either adopt (with or without recommended revisions), or reject the amendment.

(e) Reconsideration of a Proposed Amendment. No application for a map amendment which has been denied by the Council shall be reconsidered unless there have been changes in the facts, evidence, and/or conditions in the case. Determination of whether there have been such changes shall be made by the Commission at the time the application is submitted for processing.

(f) Review Considerations. The Commission and Council shall, at minimum, consider the following before taking action on any proposed amendment:

(i) Will the proposed amendment be in accordance with the basic intent and purpose of the Zoning Ordinance?

(ii) Will the proposed amendment further the long range planning goals of the City?

(iii) Have conditions changed since the Zoning Ordinance was adopted, or was there a mistake in the Zoning Ordinance, that justify the amendment?

(iv) Will the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges?

(v) Will the amendment result in unlawful exclusionary zoning?

(vi) Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?

(vii) If a rezoning is requested, is the proposed zoning consistent with the zoning classification of surrounding land?

(viii) If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?

(g) Record of Amendment Adoption. A record of all amendments approved by the Council shall be maintained by the City. A master Zoning Map shall be maintained by the Administrative Official, which shall identify all map amendments by number and date.

CITY OF ALLIANCE
Application for Planning Commission Review

Submission Date:_____ **Date of Meeting**:_____

Type of Submittal (Check all that apply): _____ Site Plan; _____Replat; _____Alley/Vacation; _____Variance(s); _____Preliminary Plat; _____Final Plat; _____Zoning Change; _____Conditional Use; _____Other (explain)

Project Name:_____

Location:_____

_____Lot/ Parcel No.:_____

Owner's Name:_____

Address:_____

City, State & Zip:_____

Phone:_____Fax:_____E-mail:_____

Professional contact Name (*Engineer,Surveyor,Architect,etc.):*_____

Professional Contact's Firm:_____

Address:_____

City, State & Zip:_____

Phone:_____Fax:_____E-mail:_____

Primary Contact Name:_____
(*The person the City should contact regarding the project.)*

Address (if different than above):_____

City, State & Zip:_____

Phone:_____Fax:_____E-mail:_____

Planning Commission meets every 3rd Wednesday of each month. Submission deadline is the 20th of the month prior to the regularly scheduled meeting. Late applications will be scheduled for the next available meeting. All information listed on the application and applicable checklist must be submitted for the application to be complete. Incomplete applications will not be processed. All applicable requirements will be strictly enforced. An authorized representative must attend the Planning Commission for the project to be considered.

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of the property owner.

_____ _____

Signature of the Applicant Signature of the Property Owner, if not the applicant