



HAMILTON COUNTY CONSOLIDATED APPLICATION FOR:  
**REVIEW OF ZONE CHANGE AND PLANNED UNIT DEVELOPMENT**

Developed jointly by the following reviewing agencies to expedite the application process and will be electronically transmitted to each agency to assure that all reviewers are seeing the same information in a timely manner

Hamilton County Planning and Development Department  
Hamilton County General Health District  
Hamilton County Engineer  
Hamilton County Soil and Water Conservation District  
Metropolitan Sewer District of Greater Cincinnati  
Greater Cincinnati Water Works

◆ **Submit this completed application form to:** ◆

**Hamilton County Planning and Development Department**  
**% Bryan D. Snyder, Development Services Administrator**  
**138 E Court Street, Room 801**  
**Cincinnati, OH 45202**  
**(513)946-4464 Phone**  
**(513)946-4475 FAX**  
**[bryan.snyder@hamilton-co.org](mailto:bryan.snyder@hamilton-co.org)**

CONTACTS FOR THE ZONE CHANGE AND PLANNED UNIT DEVELOPMENT REVIEW AND APPROVAL PROCESS

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[Hamilton County Planning & Development](#)  
138 E Court Street, Room 801  
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Mr. Greg Cassiere, R. S.  
[Hamilton County General Health District](#)  
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Engineering Division  
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Mr. Eric Beck, Construction Engineer  
[Office of Hamilton County Engineer](#)  
223 W. Galbraith Road  
Cincinnati, OH 45215  
PH: 513-946-8432 FAX: (513) 761-9127  
[eric.beck@hamilton-co.org](mailto:eric.beck@hamilton-co.org)

Mr. Mohammad Islam PE, Civil Project Engineer  
[Hamilton County Planning & Development](#)  
Storm Water Drainage System Division  
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[mohammad.islam@hamilton-co.org](mailto:mohammad.islam@hamilton-co.org)

Mr. Robert Sheets PE, Geotechnical Project Engineer  
[Hamilton County Soil and Water Conservation District](#)  
Earth Movement Division  
138 E Court Street – Room 800  
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[robert.sheets@hamilton-co.org](mailto:robert.sheets@hamilton-co.org)

Mr. Greg Smorey, CFM  
[Hamilton County Planning & Development](#)  
Special Flood Hazard Area Division  
138 E Court Street – Room 801  
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Ms. Ileana Abot, Waterline Design Technician  
[Hamilton County Planning & Development](#)  
Water Supply Division  
138 E Court Street – Room 801  
Cincinnati, Ohio 45202  
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HAMILTON COUNTY CONSOLIDATED APPLICATION FOR:  
**REVIEW OF ZONE CHANGE AND PLANNED UNIT DEVELOPMENT**

**APPLICANT:**  Direct all correspondence to Applicant

Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**DEVELOPER:**  Direct all correspondence to Developer

Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**ENGINEER:**  Direct all correspondence to Engineer

Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPOSED UTILITIES: (Check all that apply)**

Sewer:  Public  Private  
 Water:  Public with water main extension in  R/W  Easement

Indicate: size: \_\_\_\_\_ Ft and Length: \_\_\_\_\_ Ft  
 Indicate: size: \_\_\_\_\_ Ft and Length: \_\_\_\_\_ Ft

Water:  Private water service branch How many? \_\_\_\_\_  
 Water:  Private water system (wells, cisterns)

**WATER USE INFORMATION (Check all that apply)**

Daily Peak Domestic Water Needs: \_\_\_\_\_ gpm at \_\_\_\_\_ psi  
 Needed Fire Flows at Street: \_\_\_\_\_ gpm at 20 psi per local fire authority

Any sprinkling systems (including LAS or 13R) to be installed?  YES  NO  
 Are any lawn or irrigation systems to be installed?  YES  NO

Any existing service branches to the property?  YES  NO How many? \_\_\_\_\_

**REVIEW SCHEDULE (To be completed by RPC Staff)**

Pre-Application Meeting Date: \_\_\_\_\_ Revision Deadline: \_\_\_\_\_  
 Staff Review Date: \_\_\_\_\_ Application Fee Received: \_\_\_\_\_  
 Submission Deadline: \_\_\_\_\_ Completed Application Date: \_\_\_\_\_  
 Staff Review Conference Date: \_\_\_\_\_

**PERSON TO BE BILLED FOR STORM DRAINAGE SYSTEM (SDS) REVIEW FEES:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**PERSON TO BE BILLED FOR STORM DRAINAGE SYSTEM (SDS) INSPECTYION FEES:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**HOUSEHOLD SEWAGE TREATMENT SYSTEM DESIGNER/QUALIFIED SOILS VALUATOR:**

Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**INDICATE EXISTING (E) and Proposed (P) TYPE OF LAND USE**

E P Vacant  
E P Single Family residences: # of Single Family units: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Condominiums E P Landoniniums: # of units: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Apartments: # of 1-Bedroom units: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Apartments: # of 2-Bedroom units: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Apartments: # of units 3-Bedrooms or larger: E: \_\_\_\_\_ P: \_\_\_\_\_

**IMPERVIOUS SURFACE RATIO (For all non-single-family developments)**

Building Footprint: \_\_\_\_\_ Sq. Ft. The undersigned certifies that the adjacent calculations submitted for the Impervious Surface Ratio are accurate and complete.  
 Parking & Drive Areas: \_\_\_\_\_ Sq. Ft.  
 Access Easements: \_\_\_\_\_ Sq. Ft.  
 Walkways: \_\_\_\_\_ Sq. Ft.  
 Other: \_\_\_\_\_ Sq. Ft. Signature \_\_\_\_\_  
 TOTAL IMPERVIOUS SURFACES: \_\_\_\_\_ Sq. Ft.  
 Lot Area: \_\_\_\_\_ Sq. Ft. Date \_\_\_\_\_  
**IMPERVIOUS SURFACE RATIO:** \_\_\_\_\_ % (Total Impervious Surfaces/Lot area)

E P Light Business/Commercial E P Storage  
E P Heavy Business/Commercial E P Light Industrial  
E P Educational E P Factory/Industrial  
E P Institutional/Medical E P High Hazard  
E P Assembly E P Government  
E P Shopping Center:  
E P Office building: Sq ft: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Retail other than restaurant: Sq ft: E: \_\_\_\_\_ P: \_\_\_\_\_

**NON-BUILDING EARTHMOVEMENT DATA**

Max Depth of Excavation: \_\_\_\_\_ FT. Max depth of fill: \_\_\_\_\_ FT.  
 Cubic Yards of Excavation: \_\_\_\_\_ C.Y. Cubic Yards of Fill: \_\_\_\_\_ C.Y.  
 Max Slope of Work Area: Existing: \_\_\_\_\_ : \_\_\_\_\_ Finished: \_\_\_\_\_ : \_\_\_\_\_

Describe Activities: E: \_\_\_\_\_  
 Describe Activities: P: \_\_\_\_\_

E P Restaurant & Food service # of restaurant seats: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Elementary School E P Middle School E P High School or above  
 # of Students: E: \_\_\_\_\_ P: \_\_\_\_\_ # of staff: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Medical Building:  
 # of Doctors: E: \_\_\_\_\_ P: \_\_\_\_\_ Patients/Day: E: \_\_\_\_\_ P: \_\_\_\_\_  
E P Other (Describe): \_\_\_\_\_  
E P Other (Describe): \_\_\_\_\_  
 Total # of Employees to be working at this Location: E: \_\_\_\_\_ P: \_\_\_\_\_

**REQUESTED ZONE CHANGE:**

From	To	Acres
Total Site Area:		

DATE RECEIVED

FEE

CK#

TOWNSHIP

APP#

CASE NAME



**ZONE TEXT & MAP AMENDMENT / PUD APPLICATION COMPLETENESS CHECKLIST**

- 1. **Metes and Bounds Description** - Submit in DUPLICATE on a single 8" x 11" paper the following information:
    - a. A metes and bounds description of the subject site;
    - b. The amount of area contained within the site, and
    - c. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be developed is a complete, proper and legal description thereof.
  - 2. **Application Letter** – completely describing the proposed rezoning of the premises. The following information shall be included:
    - a. size of the area involved;
    - b. description of proposed use (for land and buildings);
    - c. character of development (architectural treatment, density, intensity);
    - d. description of surrounding land uses;
    - e. the specific changes in the character and conditions of the area which have occurred to make the property no longer suitable or appropriate for the existing zoning classification or to make the property appropriate for the proposed use.
    - f. the effect on: (1) community objectives and plans, (2) character of immediate vicinity, (3) adjacent property, and (4) public facilities and services;
    - g. other information that the applicant feels is pertinent and would be helpful to the Regional Planning Commission, Rural Zoning Commission or Board of County Commissioners in their review.
  - Note: Item #3 Zoning Plat NOT required for PUD Applications.**
  - 3. **Zoning Plat** - Submit five (5) copies of the zoning plat at a scale of one hundred (100) feet to inch or larger containing the following information:
    - a. all existing property lines and parcel numbers for each parcel within subject site and within three hundred (300) feet of exterior boundary of the subject tract, and the last name of the owners within two hundred (200) feet as per attached sample plat;
    - b. metes and bounds and dimensions of subject property and area contained therein (in acres);
    - c. existing zone district boundaries (shown in dashed lines with heavier line weight than property lines) and zone designations (for site and adjacent areas);
    - d. title, scale and north arrow (north shall be to top of zoning plat);
    - e. area of proposed rezoning indicated by crosshatching or shading;
    - f. street names and right-of-way lines with line weight heavier than property lines;
    - g. distance from subject property to nearest street intersection and/or section corner;
    - h. proposed zone district lines shall extend to the centerline of all dedicated streets; and
    - i. surveyor's stamp.
  - 4. **Proposed Development Plan/Existing Conditions Site Plan** - A proposed development plan is required and a separate existing features plan is preferred. However, the existing conditions can be included on the proposed development plan if delineated with lighter line weights, screening or use of other techniques to differentiate existing from proposed features. An architect's engineer's or surveyor's stamp is permitted for the development plan submission. However, only a surveyor's stamp is accepted for the submission of the zoning compliance plan and for acquiring a zoning certificate.
  - 5. **Proposed Features:** Submit five (5) copies of the plan (a single drawing) at a scale of fifty (50) feet to the inch or larger (unless otherwise approved by the Director) showing the items listed below:
    - a. name of project, date, scale, north arrow (with north to top of plan), map title, total number of sheets and sheet number;
    - b. name and title of applicant, present owner(s) and person preparing map;
    - c. vicinity map that identifies the site with references to surrounding areas and to existing street locations;
    - d. zone (gross) area of entire site; site (net) area excluding right-of-way;
    - e. summary table with the following information:
      - proposed use of all facilities
      - floor area including basements (if nonresidential)
      - number of dwelling units (if residential)
      - parking spaces required by Zoning Res.; parking spaces provided
      - seating capacity (where appropriate)
      - density of residential uses (divide number of dwelling units by net site area – excluding right-of-way and access easements)
      - Impervious Surface Ratio (I.S.R.) (see page 2 of 4)
    - f. perimeter boundary of subject site (excluding proposed right-of-way);
    - g. metes and bounds and dimensions of requested zone change area;
    - h. the general location and use of all proposed structures on the subject site including buildings, recreation facilities, parking facilities, trash stations, dumpster, fences, sewage treatment plant, walls, sidewalks, curbs, heating/a.c. and exhaust equipment, etc.;
    - i. location and dimensions of future building additions and phases of implementation if contemplated;
    - j. location and dimensions of proposed off-street parking area layout (indicate spaces per bay). Show individual parking spaces, loading areas, aisles, traffic patterns, driveways for ingress and egress, and type of pavement;
    - k. specify front, side and rear yard setbacks of structures and parking areas (indicate if at variance with the Zoning Resolution);
    - l. generalized location of anticipated earthwork distinguishing cut from fill;
    - m. location and dimensions of proposed streetscape buffer, boundary buffer and interior parking lot landscaping (see Parking/Landscaping calculation Sheet at <http://www.hamiltoncountyohio.gov/hcrpc/zoning/forms/>);
    - n. construction limits (area to remain undisturbed); location of existing trees or tree masses that will remain and their appropriate diameter (if over 6 inches) or form of canopies;
    - o. location, dimensions, and number (including heights and sq. ft.) of all signs; location and general type of exterior lighting (including height, cut-off angle)
  - Note: Contact the County Engineer, Permit Section for items p, q, r & s**
  - p. location, width, and type of pavement for proposed streets, length of cul-de-sacs, and location of all access points adequately described to enable field location (i.e. exact distance from centerline of nearest street intersection or other fixed feature in closer proximity);
  - q. location and details of proposed traffic improvements such as acceleration and deceleration lanes, channelization, etc.;
  - r. location and dimensions of right-of-way, easements and all lands to be dedicated to the county or reserved for specific uses;
  - s. typical sections of all right-of-way;
  - Note: Contact the Public Works Department for item t**
  - t. location of proposed retention and detention basins and storm water management concept
6. **Existing Features:** Submit five (5) copies of the plan at a scale of fifty (50) feet to the inch or larger (unless approved by the Director) showing items listed below. Each of the required features listed below must be shown for a minimum distance of two hundred (200) feet beyond the entire development tract (zone change area).
  - a. existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;
  - b. location of existing zone boundaries and up to two hundred (200) feet outside subject site;
  - c. existing contour lines (dashed) at ten (10) feet intervals or less on site and including two hundred (200) feet beyond (use two (2) foot intervals where necessary to determine storm drainage). Indicate sources and date of data;
  - d. existing steep slope areas of 20% (5:1); (steep slopes of 20% and greater include all areas where the horizontal distance between 10-foot contour intervals is equal to or less than fifty (50) feet);
  - e. location of landslide prone soils and bedrock (indicate source);
  - f. existing mature trees or tree mass (all trees over 6" diameter);
  - g. location of watercourses and areas subject to 50 year flood and 100 year flood (indicate source);
  - h. the use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features (indicate structures to be demolished in dashed lines).
7. **Preliminary Grading Plan** - The applicant is required to submit five (5) copies of a preliminary grading plan identifying proposed contour lines at 2-ft intervals. The contour lines shall be extended to the adjacent property lines and/or right-of-way
8. **Plan-Color/Presentation Copy** - The applicant is required to submit a colored proposed development plan one week prior to the Regional Planning Commission meeting. The colored proposed development plan shall not be mounted and cannot be smaller than 24"x 36". This proposed development plan will be kept as part of the official file.
9. **Plan Reduction** - Submit five (5) copies of the plan reduced to 8 1/2" x 11". The reduction need not include any area outside the property lines of the subject site
10. **Architectural Graphics** (upon request) including the following:
  - a. Elevation
  - b. Cross-section
  - c. Typical floor plans