



APPLICATION FOR:

LAND USE PLAN AMENDMENTS

(fee: \$200.00; waived if applicant is Board of Township Trustees)

Submit To:

HAMILTON COUNTY PLANNING AND ZONING DEPARTMENT
138 EAST COURT STREET, COUNTY ADMINISTRATION BLDG., RM. 807
CINCINNATI, OH 45202-1237
PHONE: (513) 946-4501 FAX: (513) 946-4475

APPLICANT: _____ PHONE: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

SIGNATURE: _____ DATE: _____

ADDRESS OF PROPERTY TO BE AMENDED: _____

LAND USE PLAN SITE NUMBER: _____ PARCEL NUMBER: _____

SPECIFIC REQUEST: _____

PROCESS REQUIREMENTS:

1. The Land Use Plan Amendment has been considered by the Township Planning Committee on: ___/___/___, or will be considered by the Township Planning Committee on: ___/___/___.
2. The Land Use Plan Amendment has been considered by the Township Trustees on: ___/___/___, or will be considered by the Township Trustees on: ___/___/___.
3. The Land Use Plan Amendment has been reviewed by RPC staff on ___/___/___ or will be reviewed by RPC staff on: ___/___/___.

(Note: Regular RPC staff meetings are held on Tuesdays. See attached Land Use Plan Amendment Process for submittal schedule and deadlines.)

DOCUMENT REQUIREMENTS:

4. Two copies of the Township Trustees' Resolution requesting RPC to amend the Land Use Plan (if applicant is Board of Township Trustees).
5. Two copies of a map(s) showing the site or sites included in the LUP amendment (two 8 ½ x 11 inch copies must be submitted; other large copies may be submitted).
6. Table of Findings (blank form attached) with the following information: (a) Site No., (b) Parcel ID, (c) Existing Land Use, (d) Existing Zoning, (e) Adopted Land Use, (f) Proposed Land Use, (g) Specific Findings, and (h) Rationale and Strategy/Development Policy.
7. A summary list of Township Land Use Strategies, Rationale and/or Development Policies relevant to the amendment (per item 6(h) above) and specific findings of facts justifying the requested amendment.
8. A copy of the Township's land use categories and definitions if different from the County's adopted categories and definitions (a complete list of the County's adopted categories and definitions is attached).

HAMILTON COUNTY PLANNING AND ZONING DEPARTMENT
LAND USE PLAN AMENDMENT PROCESS

	Schedule	Applicant	RPC Staff	RPC
BEFORE RPC MEETING	At least 10 calendar days before an RPC Staff Meeting (held each Tuesday) and at least 45 calendar days before the desired RPC public hearing date (held on first Thursday of each month). (If applicant is Board of Township Trustees, submittal is preferred prior to final Township Planning Committee meeting having subject amendment on their agenda)	Submits Concept		
	Each Tuesday		Reviews Concept	
	Within 1 week after RPC Staff Meeting		Provides feedback to applicant	
	At least 30 calendar days before RPC meeting	Submits complete Application (1)		
	Within 1 week after submission of application		Reviews application for completeness & advises applicant	
	At least 10 calendar days before RPC meeting		Mails notices to affected political jurisdictions and media	
	At least 10 calendar days before RPC meeting	Optional – Mails notification to affected parties		
	1st Thursday of each month (RPC regular meeting)			Holds public hearing and votes on amendment (2)
AFTER RPC MTG.	Within 1 week after RPC's adoption		Completes Certification of Plan Adoption and mails notice of land use plan amendment to RZC, BCC, affected townships and municipalities, and applicant if other than the township	
	Within 1 month after RPC's adoption		Mails updated land use plan map to township administrator	

NOTES:

1. Fees: \$200.00 (waived if submitted by Township Trustees).
2. Land Use Plan Amendments submitted subsequent to, or as a result of, a zone amendment already acted upon by RPC shall be considered only at the regular public hearings on the first Thursday of January or July.

HAMILTON COUNTY PLANNING AND ZONING DEPARTMENT

CATEGORIES OF RECOMMENDED LAND USE

1. Rural Residence

Low density detached housing and related compatible uses generally associated with rural environment.

- *Typically active farms sparsely developed areas with detached housing in rural settings, farmsteads, or very low density housing that seek to preserve natural conditions such as woodlands, steep slopes or geological conditions that are most suitable for farming, but not for more intensive uses. "Clustered detached housing" refers to single-family housing that is clustered on a property, but does not exceed the density determined by zoning.*

2. Single Family Residence

Low density detached housing and related compatible uses.

- *Typically detached dwellings with scale and massing appropriate to protect the character of the surrounding neighborhood and site constraints and density consistent with adopted zoning*

3. Transitional Residence

Low density detached or attached housing and related compatible uses (excluding office, retail and industrial) that provide a transition between single family residential uses and other types of development, where such use will effectively terminate the spread of the higher intensity uses and conserve the adjacent residential neighborhood.

- *Typically 1 and 2 story clustered single family, zero lot line, attached two and three family, and townhouse dwellings with scale, massing, average density, layout and specifications compatible with site constraints and character of surrounding single family residential development.*

4. Single Family Cluster Residence

Moderate density detached housing and related compatible uses.

- *Typically detached dwellings, 1-2 stories, at a minimum floor area of 1200 square feet and brick façade, such as zero lot line, patio homes or condominiums, and detached single family dwellings at a higher density than Single Family Residence which may reduce the lot area and bulk requirements for each parcel, and which devotes the remaining undeveloped land into open space, active recreation space or preserves environmentally sensitive areas. The number of parcels in a development should be considered secondary to the overall design of the project. The proposed density should be consistent with adopted zoning and PUDs are encouraged.*

5. Attached Single Family Residence

Moderate density attached single family dwellings and related compatible uses.

- *Typically attached dwelling, such as townhouses or fee-simple condominiums, at a minimum floor area of 1200 square feet, brick façade, having individual entrances at grade, attached integral garages, that are at a higher density than Single Family Residence. Massing and scale of attached single family residences should be similar to that of surrounding land uses.*

6. Multi Family Residence

Detached or attached housing (apartments or condominiums) and related compatible uses.

- *Typically 2 and 3 story buildings with scale, massing, density, layout and specifications compatible with site constraints and character of existing residential developments in the surrounding area, and where more than one occupant uses an entranceway for access to individual units.*

7. Special Purpose – Residence

Detached and attached housing and related compatible uses built in conjunction with medical, educational, philanthropic, religious or charitable institutional purposes where the increase in overall density and scale is offset by the conservation of open space and limited off site impacts of the development due to inherent restrictions on the user of the property.

- *Typically 1 & 2 story structure for senior housing with scale, massing, intensity, layout, and specifications compatible with site constraints and character of surrounding residential development.*

8. Transitional Mixed Use

Detached or attached housing, low intensity office (such as conversion of single family residence) and related compatible uses (excluding retail and industrial) that provide a transition between residential uses and other types of development.

- *Typically 1 and 2 story structures with scale, massing, intensity, layout and specifications compatible with site constraints and character of surrounding residential development.*

9. General Office

Office uses and related compatible uses at intensities consistent with surrounding development.

- *Typically 1, 2 and 3 story structures with a scale, massing, intensity, layout and specifications compatible with site constraints.*

10. Neighborhood Retail

Low intensity neighborhood oriented retail and service uses that provide a transition between residential uses and other types of development or that achieve compatibility and service appropriate to the adjacent residential neighborhood.

- *Typically 1 story structures with a scale, massing, intensity, layout and specifications compatible with site constraints and character of surrounding residential developments.*

11. General Retail

Community and regional oriented business uses that tend to locate along highways with relatively high traffic volumes.

- *Typically commercial strips or self contained community and regional retail center including "outlot" development.*

12. Planned Mixed Use Employment Area

Developments containing some combination of office, retail, light industrial or compatible uses developed with a consistent theme and containing architectural, landscape, streetscape, and signage standards.

- *Typically a campus-style planned development with multiple uses that are created in separate buildings or within single buildings, sharing a common image and circulation system*

13. Light Industry

Smaller scale industrial uses such as warehouses, storage, limited manufacturing, research and development, transit terminals and wholesaling activities in enclosed facilities without offensive emissions or nuisance.

- *Typically office warehouse uses with convenient access to major roads.*

14. Heavy Industry

Larger scale industrial uses such as intensive manufacturing activities which may contain outside storage.

- *Typically industrial or manufacturing uses with convenient access to primary highways or rail system.*

15. Public, Semi Public and Institutional

Active parks, playgrounds, community centers, schools, churches, country clubs, sports clubs, golf courses, hospitals, senior housing facilities, and educational, philanthropic, religious or charitable institutions, public properties and buildings with similar uses.

- *Typically community or not for profit uses.*

16. Green Space and Agriculture

Passive activities, agriculture, and related uses –often in floodplain areas – that retain the natural features of the environment.

- *Typically forests or wildlife reservations, farms and farm activities and cemeteries.*

17. Utility

Facilities for gas, electric, water, sewer, cable television or other utility.

- *Typically any use that is controlled by the Public Utilities Commission of Ohio or government service.*

18. Right-Of-Way

Generalized location of land reserved for public roads, railroad lines or other types of inter-modal transportation routes.

- *Typically linear transportation routes.*

Related Definitions

- a. **Buffer Areas:** Generalized indication of need for development to include appropriate buffers, setbacks, landscaping, fences or other screening elements to achieve other community goals.
- b. **Development Unit:** An area requiring a specific plan for contiguous lots, buildings or tenants to achieve development coordination of access points, timing of phases, design compatibility or other cooperative goals.

HCRPC	1988	Rev. 1-23-90.....	Rev. 1-5-95	Rev. 1-4-2001
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Note: These are the most recently adopted definitions, and replace all the previous versions.

TOWNSHIP LAND USE PLAN AMENDMENT/ UPDATE

DATE: _____

Site No.	Parcel ID (book-page-parcel)	Existing Land Use	Existing Zoning	Land Use Plan Adopted	Land Use Plan Proposed	Specific Findings ⁽²⁾	Rationale ⁽³⁾ and Strategy / Development Policy

- 1.) Use additional page(s) if necessary
- 2.) See Note #1, next page (Specific Findings)
- 3.) See Note #2, next page (Rationale for Recommendations)

Notes:

1) Before any land use plan amendment is adopted by the Regional Planning Commission, the Commission must make a specific finding that one or more of the following apply, and such finding shall be recorded in the minutes and records of the Regional Planning Commission.

Specific Findings:

- a) That major changes of an economic, physical, or social nature have occurred within the planning area which were not anticipated in the adopted plan which have substantially altered the basic character of the area; or
- b) That new information not available when the plan was adopted substantially altered the basis or rationale for a portion of the plan; or
- c) That major changes have occurred outside the planning area which have rendered parts of the plan unrealistic or unattainable; or
- d) That detailed sub-area plans have revealed the need for a plan amendment; or
- e) That the plan or part thereof was inappropriate or improper when adopted and that a sufficient basis exists for admission of a mistake or need for change in adopted plans or policies.

2) One of the following rationales is also used for justification of any recommended changes.

Rationale for Recommendations:

- a) Existing land use or zoning district allows uses and intensity that would be incompatible with limited lot size or other site constraints
- b) Existing land use or zoning district allows uses and intensity that would be incompatible with and detrimental to adjacent and nearby uses.
- c) Existing land use or zoning district allows uses and intensity that, by itself or through cumulative effects, would be inconsistent with or undermine critical elements of the Land Use Plan.
- d) Existing land use or zoning district creates undesirable potential for inappropriate redevelopment (on site) to more intensive uses since the district is more permissive than required for existing other appropriate and reasonable uses.
- e) Existing land use or zoning district creates undesirable land use patterns since the district, being excessively restrictive, would not enable appropriate development alternatives.
- f) Existing land use or zoning district creates undesirable potential for inappropriate zone amendments (off-site) for higher intensity development since the district is excessively permissive compared to adjacent zoning.
- g) Existing land use or zoning district lacks standards or incentive for achieving adequate development coordination with adjacent interrelated sites.
- h) Existing land use or zoning district lacks standards for allowing reasonable alternative land uses and achieving transitional uses that will effectively terminate the spread of higher intensity uses and conserve adjacent desirable land uses.
- i) Existing zoning district is generally appropriate.
- j) Existing land use or intensity is generally appropriate.
- k) Existing land use or intensity is generally inappropriate.