



Anderson Township DEVELOPMENT REVIEW PROCESS

Pre-Application Meeting

The Anderson Township Pre-Application Meeting is a recommended preliminary review session offered to applicants seeking to discuss a proposed development or land use. The meeting is conducted by Anderson Township Planning and Zoning staff and consists of an informal discussion of the development process with reference to contact information and applicable codes, applications, and fees. The purpose of a pre-application meeting is to streamline the development review process by providing technical advice and recommendations to potential applicants. Since many individuals may be unfamiliar with the Township's regulations and long-range goals, a pre-application meeting will help make the development review process less time-consuming and costly.

Pre-Submittal Meeting (PSM)

If the applicant wishes to have additional feedback on the proposed application, he/she has the option to request a staff facilitated public meeting. A request shall be made no later than 10 days prior to a proposed meeting date. It is recommended that the applicant bring any preliminary drawings, studies, analysis and any other pertinent information to the meeting to provide as much information as possible on the proposed project. Property owners within 200' of the proposed development will be notified of this meeting via mail, and, if possible, a notice will be placed in the Community Press newspaper. This allows the public the opportunity to provide comments and feedback on the proposal at a 5:30 p.m. open house, and during the meeting which starts at 6:00 p.m. Following the conclusion of the meeting, a memorandum will be sent to the applicant, as well as to the Anderson Township Zoning Commission (ATZC) outlining the issues made at the meeting.

Formal Submittal

If the applicant chooses to move forward with the proposal then more detailed plans will be prepared along with other materials that constitute a filing for a zone map amendment. All property owners within 200' of the subject property are also sent notice of the meeting so that they may participate in the meeting and provide input on the proposal prior to any formal action.

The plans will be distributed to various governmental and quasi-governmental agencies for review and comment, and a recommendation will first be made by the Hamilton County Regional Planning Commission (within approximately 30 days of the application being filed). Following this recommendation, a public hearing will be held by the Anderson Township Zoning Commission. At least 10 days prior to this hearing all property owners within 200' will be sent a notice of this hearing, a zoning hearing sign will be placed on the property, and a legal notice published in the *Cincinnati Enquirer*.

The Zoning Commission will then make a recommendation to the Anderson Township Board of Trustees. A notification process identical to that outlined above for the ATZC hearing will be followed for the Board hearing, and after this hearing the Board will make a decision on the zone change request.

If you have any questions please contact Paul Drury, Director of Planning and Zoning, at (513) 688-8400 or pdrury@andersontownship.org.