

Anderson Township
Anderson Center
7850 Five Mile Road
Anderson Township, Ohio 45230-2356
Phone: 513.688.8400
Andersontownship.org
Andersoncenterevents.org

Engineers, Developers, and Owners:

To Whom This May Concern:

Attached is the Submission Requirements for the Final Development Plan you requested.

You need to submit nineteen (19) sets to us (**PLANS FOLDED**). We will send the plans to the agencies for their review. Once all comments are received, we will then put the item on the Zoning Commission's Agenda. The application is \$250.00 if no legal advertisement or \$400.00 if legal advisement is necessary. The applicant will be required to pay recording fees after approval of the final plans.

For additional information, you may contact Paul J. Drury, Jr., Director of Planning and Zoning Department during normal business hours 8:00 a.m. to 4:30 p.m., Monday through Friday at (513) 688-8400 or pdrury@andersontownship.org.

**FINAL DEVELOPMENT PLAN
ANDERSON TOWNSHIP ZONING COMMISSION
REQUIREMENTS FOR SUBMISSION
FOR PLANNED DISTRICT**

CASE: **APPLICANT:**

After the Preliminary Development Plan is approved and the Zoning Amendment is adopted by the Anderson Township Board of Trustees, a Final Development Plan (as described below) must be reviewed and approved by the Anderson Township Zoning Commission prior to the issuance of any zoning certificate or building permit for actual construction.

This checklist (completed and signed) must be submitted with the Final Development Plan (FDP). **There is a fee due at the time of submittal which is \$250.00 if no legal advisement or \$400.00 if legal advisement is necessary, applicants pays all recording fees. Check made payable to Anderson Township. We do accept Visa or MasterCard with a 3% administrative fee.**

Please read all instructions.

____ 1. Submission Deadline:

The completed Final Development Plan must be submitted no later than 20 days prior to the regularly scheduled Anderson Township Zoning Commission meeting in order to be placed on the Zoning Commission agenda. Earlier submission is recommended to assure adequate staff time for review and revision/corrections prior to the submission deadline. Incomplete plans will not be accepted for processing nor placed on the agenda. Only two Final Development Plans will be placed on the agenda and reviewed by the Zoning Commission each month.

____ 2. Required Documents:

- a. Submit NINETEEN (19) COPIES of the Final Development Plan including all information listed in Section 3, folded to 11" by 14", etc. (same as application).
- b. Submit NINETEEN (19) COPIES of each separate sheet as listed in Item 3c, 3d, 3e and 3f, folded to 11" by 14", etc. (same as application).
- c. Submit NINETEEN (19) COPIES of this completed form ("Checklist of Requirements") with signature and date of submission.
- d. Submit NINETEEN (19) COPIES of a letter of request for placement of agenda indicating that Final Development Plan is in conformance with all provisions of the zone change resolution and in conformance with the

approved Preliminary Development Plan.

- e. Submit NINETEEN (19) copies of the Final Development Plan reduced to 8 1/2 x 11".

___3. Content of Final Development Plan:

All of the items in this section are an integral of the Final Development Plan. Incomplete applications will not be accepted for processing by the staff nor placed on the agenda for Zoning Commission review. The Final Development Plan must include each of the following items:

- a. Identification: each sheet must be titled "Final Development Plan" with the name of the project and subtitle of the particular drawing.

Each sheet is an integral part of the Final Development Plan and must contain a sheet number and the total number of sheets being submitted.

The subject property and all easements must be identified by metes and bounds and dimensions.

- b. Conformance to Preliminary Development Plan: include all items required on the Preliminary Development Plan (conforming to established limits, conditions, and required revisions) complete with all necessary details, dimensions, and specifications to enable final review and enforcement.

Include a separate sheet identifying the location of proposed retention basins and storm water management plan.

Provide engineering data regarding existing watershed on the proposed site and within 200' in all directions of the subject site. Provide engineering data and the calculation (in GPM) of expected runoff from surfaces, both existing and proposed, based on rainfall from 5, 10 and 50 year storms.

- c. Grading Plan (may be separate sheet): indicate proposed contours in solid lines at five (5) foot intervals or less, and existing contours in dashed lines. Use two (2) foot intervals where necessary to adequately indicate storm drainage.
- d. Parking Plan a parking layout plan showing the configuration and aisle, dimensions, location and type of screening and off-street loading requirements as required by Article 5.3. A table showing the available and the required parking spaces identified by Table 5.7.
- e. Landscape Plan (may be separate sheet): a landscape plan for preliminary buffers and other required areas shall be prepared by the registered landscape architect, complete with all necessary details and specifications (i.e., type, size and quantity) for new landscaping features, a depiction of existing landscaping and tree mass that is to remain, and specifications for soil erosion and

sedimentation control.

- f. Lighting and Sign Plan (may be separate sheet): specify location, dimensions, details and specifications for all signs and exterior lights, including type of standards, radius of lights and intensity in foot-candles.
- g. Floor Plans and Elevations (may be separate sheet): submit typical floor plans and elevations as required for final review.
- h. Revisions and Conditions: the Final Development Plan shall be in conformance with all revisions and conditions regarding:
 - 1) Sanitary sewerage as recommended by the Metropolitan Sewer District and the Ohio Environmental Protection Agency;
 - 2) Surface drainage as recommended by the Department of Public Works;
 - 3) Right-of-way, access, circulation, and improvements as recommended by the county engineer and the Ohio Department of Transportation;
 - 4) Water supply, water pressure, access for emergency vehicles and other fire prevention measures as recommended by the township fire prevention officer;
 - 5) Erosion and sedimentation control as recommended by the Soil Conservation Service;
 - 6) Restrictive covenants contained in the Resolution adopted by the Anderson Township Board of Trustees, and
 - 7) Other conditions and/or restrictive covenants applicable to the property.
- i. Restrictive Covenants: all restrictive covenants itemized in the Resolution of Approval by the Anderson Township Board of Trustees must be printed on the Final Development Plan.
- j. Methodology and Criteria for Enforcement (If requested): specify methodology and criteria for effectuating and evaluating compliance with performance related covenants and conditions required by the Resolution of Approval (this element will be forwarded to the Department of the Building Commissioner and the Anderson Township Zoning Inspector for review and approval.
- k. Registration Stamp: each sheet must contain the stamp, seal or other professional identification and the signature of the architect, landscape architect, professional planner or civil engineer who prepared each respective element of the Final Development Plan.

1. Deed of Acceptance: The Deed of Acceptance, signed by the owner(s) must be on each sheet of the Final Development Plan. (Use standard form, Att. 1)

The Declaration of Condominium must be printed on the Plan (for condominium development only). (Use standard form, Att. 2).

- m. Applicant will provide a performance bond equal to the estimated cost of materials and installation of all storm drainage facilities and all landscaping and buffer materials.
- n. Resolution: Resolution approving the zoning case must be on one of the sheets of the Final Development Plan.

___4. Applicant must submit plans to the office of the Anderson Township Planning & Zoning for distribution to the County Engineer, Public Works, Ohio Environmental Protection Agency (as appropriate), and Metropolitan Sewer District, Federal Emergency Management Agency (as applicable), Ohio Department Of Transportation, Hamilton County Soil & Water, Hamilton County Regional Planning Commission, Anderson Township Fire & Rescue Department, and any other agencies as required. Anderson Township Zoning Commission will not take action on Final Development Plan until approval is obtained from these agencies. *Do not submit plans directly to the agencies.*

No Zoning Certificate will be issued until the Final Development Plan is approved.

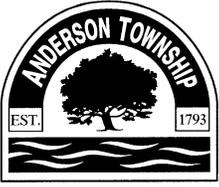
NOTE:

Information submitted shall be assumed to be correct. Applicant and/or agent shall assume responsibility for any errors and/or inaccuracies resulting in an improper application.

Person preparing checklist (applicant or representative)

Date submitted

Prepared 5/14/2015



ANDERSON TOWNSHIP ZONING COMMISSION

CONSENT OF OWNERS(S) TO INSPECT PREMISES

To: Anderson Township Zoning Commission and Staff
Anderson Center
7850 Five Mile Road
Anderson Township, Ohio 45230

Re: Review of Subject Site

Dear Members and Staff:

As owner(s) of the property located at _____, we hereby grant permission to Members of the Anderson Township Zoning Commission and Staff of Anderson Township to enter the property for visual inspection of the exterior premises and to post a public hearing sign. The purpose of said inspection is to review the existing conditions of the subject site as they relate to the application filed with the Anderson Township Zoning Commission.

Date

Owner

Owner

The names of the Anderson Township Zoning Commission Members are Anne McBride, Matt Van Sant, Christine Cook, Jonathon Gothard, Jay Lewis, Catherine DiBiagio, alternate, and Jeffrey Anderson, alternate.

DEED OF ACCEPTANCE
(To Appear on Final Development Plan)

The owner of the premises shown hereon does hereby make the following declarations which shall be deemed as covenants and not as conditions and shall run with the land and shall be binding upon the owner, heirs, executors, administrators, and assigns, and are imposed upon the within described tract of land as an obligation or charge against the same, as a general plan for the benefit of the said tract of land.

The tract of land shown hereon is being developed under a development plan as specified in the Anderson Township Zoning Resolution, adopted November 3, 1987.

Said entire tract of land and all improvements thereon shall remain in a single ownership and no part thereof shall be sold or divided into individual lots or tracts until such time as the owner of said entire tract shall conform in all respects to the then existing rules and regulations as have been adopted by the Anderson Township Zoning Commission governing plats and subdivisions of lands, and the rules and regulations as provided in the Anderson Township Zoning Resolution.

We, the undersigned do hereby adopt and confirm the plan of development as shown hereon for the purpose indicated and agree to comply with all the terms, restrictive covenants and conditions included as a part thereof.

State of Ohio

Signed	Witness

County of Hamilton

Before me a notary public in and for said county, personally appeared _____
 _____ of the _____
 _____, who represent that they are duly authorized in the premises
 and who acknowledge that they did sign the foregoing instrument and that the same id their voluntary act and
 deed in testimony whereof, I have hereunto set my hand and official seal this _____ day of
 _____ 20____.

 Notary Public

My Commission expires:

DECLARATION OF CONDOMINIUM

The subject tract is to be developed under the Condominium Property Law, as set forth in Chapter 5311 of the Ohio Revised Code. The rights, privileges and procedures relative to Condominium Property shall control exclusively the rights of the parties as to the particular parcel or parcels of property which may be the subject of Condominium.

We, the undersigned, do hereby adopted and confirm the development plan as shown hereon for the purposes indicated and agree to comply with all the agreed upon features of development, restrictive covenants and conditions included as a part thereof.

WITNESS

By: _____

By: _____

By: _____

State of Ohio:
County of Hamilton:

Before me, a notary public in and for said county, personally appeared _____
_____ and _____ and
_____ of _____, who

represent that they are duly authorized in the premises and who acknowledge that they did sign the foregoing instrument, and that the same is their voluntary act and deed. In testimony whereof I have hereunto set my hand and official seal this ___ day of _____, 20___.

Notary Public

My Commission Expires: