



## Anderson Township Zoning Commission INSTRUCTIONS FOR FILING FOR A PLANNED UNIT DEVELOPMENT

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These instructions are prepared to aid the appellant (applicant) in filing for a planned unit development, pursuant to Article 4.1 of the Anderson Township Zoning Resolution. The sections below describe the process for filing an application, including the necessary ownership interest in the property, the information required for processing an application, and the procedures and fees for the process.

### **I. Ownership Interest in the Property**

An individual or his or her agent filing an appeal must have a legal and/or equitable interest in the subject property. The Anderson Township Zoning Commission (ATZC) requires the owner or agent to be present at the Public Hearing.

An officer or an employee of a corporation may file an appeal relating to property in which the corporation has a legal and/or equitable interest. The corporation, however, must be represented by legal counsel at the Public Hearing.

### **II. Required Information for Filing an Application**

**TEN (10) COPIES OF THE FOLLOWING SUPPORTING INFORMATION MUST BE SUBMITTED TO THE ATZC AND ALL DOCUMENTS SHOULD BE IN PACKET FORM, PLANS FOLDED, READY FOR DISTRIBUTION.**

1. A clear concise statement of all the facts, summarization of the proposed plan, and reasons for approving the PUD application, consistent with the general standards outlined in Article 4.1,G of Anderson Township Zoning Resolution.
2. The plats and plans normally used for filed for a Zoning Certificate should be used when filing the appeal. These plats or plans must:
  - Be drawn to scale and show the actual shape and dimensions of the lot(s) in question.
  - Show the exact size and location on the lot of the existing buildings and accessory buildings.
  - Show the lines where the proposed building will be erected or altered.
  - Show the existing and intended use of each building or part of a building.
  - Show the number of families or housekeeping units the building is intended to accommodate.
  - Show the landscaping or plant screening proposed.
  - Provide other information regarding the lot and neighboring lots which may be necessary for a determination of the application.

Where a new building is being constructed all dimensions shown on the plans relating to the location of the proposed building and size of the lot must be based on an actual survey and final plans must ultimately be stamped by a professional Surveyor license in the State of Ohio.

3. A description of the construction or use of the proposed structure or use.

### **III. Procedures**

The information above must be presented to Anderson Township Planning & Zoning Department at the Anderson Center, 7850 Five Mile Road, Cincinnati, Ohio 45230. The submittal must be received 20 days before the next scheduled ATZC meeting date, which is the fourth Monday of each month. (Some meeting dates are subject to change due to holidays, etc.) Applications filed near the deadline may be deferred until the following meeting if necessary because of excessive workload demands.

**The cost for filing a planned unit development application is \$600 which includes advertisement and mailing costs. Checks should be made payable to Anderson Township. We do accept Visa or MasterCard with a 3% administrative fee.**

All forms, including notices, necessary for the processing of an appeal will be executed by the Anderson Township Planning & Zoning. A legal notice will be prepared by the office and placed in a newspaper of general circulation in Hamilton County ten (10) days prior to the Public Hearing.

Failure to appear at the scheduled Public Hearing may result in the dismissal of the application.

**An application will not be accepted unless and until all the above requirements are met.**

For additional information you may contact our office during normal business hours 8:00 a.m. to 4:30 p.m., Monday through Friday at (513) 688-8400.