

Submittal Requirements

14 COPIES of the following items must be submitted at the time of filing for a Zoning Amendment application to be considered by the Planning Commission. For items in **SECTION (d), THREE FULL SIZED AND ELEVEN 11"X17" COPIES** must be submitted, including appropriately scaled plans:

- (a) Completed application form and payment of the associated application fee;
- (b) A statement of the reason(s) for the proposed amendment;
- (c) A statement on the ways in which the proposed amendment relates to the Comprehensive Plan;
- (d) Amendments to the Zoning Map adopted as part of this Planning and Zoning Code shall contain the following additional information:
 - (1) Legal description of the parcel(s) to be rezoned, drawn by an Ohio registered/licensed surveyor;
 - (2) Present use and zoning district;
 - (3) Proposed use and zoning district;
 - (4) A vicinity map at a scale approved by the Zoning Administrator showing property lines, thoroughfares, existing and proposed zoning, and such other items as the Zoning Administrator may require;
 - (5) Existing topography at two-foot contour intervals of the property to be rezoned and extending at least 250 feet outside the proposed site, and including property lines, easements, street rights-of-way, existing structures, trees and landscaping features existing thereon.