

RESOLUTION G2024-102

RESOLUTION TO AMEND FEES FOR APPLICATIONS, APPLICATIONS AND OTHER PROCEDURES UNDER THE SYMMES TOWNSHIP ZONING RESOLUTION

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio adopted Resolution G-9649, Resolution Establishing Fees for Applications and Other Procedures Required by the Provisions of the Symmes Township Zoning Resolution, on November 19, 1996; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio adopted subsequent resolutions to amend the fees for applications, number of submittals and other procedures required by the provision of the Symmes Township Zoning Resolution; and

WHEREAS, the Board of Trustees has determined that revisions are required to update the adopted fee scheduled in connection with Applications for Zoning Amendments, Zoning Certificates, and other types of approvals and appeals.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio that:

Section 1. The adopted schedule of non-refundable fees is hereby amended in connection with Applications for Zoning Amendments, Zoning Certificates, and all other types of approvals or appeals which are permitted or required by the provisions of the Zoning Resolution. The schedule of fees, as amended, is set forth on Appendix 1 Fee Schedule, attached hereto and incorporated as if fully set forth herein.

Section 2. The schedule of fees adopted herein shall take effect and be enforced from January 1, 2025, provided that any applications filed prior to that date, including for hearings in 2025, shall be subject to the fee schedule in effect at the time of filing.

Section 3. It is hereby certified that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were taken in meetings

open to the public, incompliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

Section 4. Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 5. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

ADOPTED DECEMBER 17, 2024 – RESOLUTION G2024-102

Vote Record: MS. LEIS ____ MR. BRYANT ____ MR. BECK ____

BOARD OF TRUSTEES:

Jodie L. Leis, President

Kenneth N. Bryant, Vice President

Philip J. Beck, Trustee

ATTEST:

APPROVED AS TO FORM:

Joseph C. Grossi, Fiscal Officer

Jeff Forbes, Law Director

APPENDIX 1: FEE SCHEDULE

ZONING MAP AMENDMENTS

ZONE DISTRICTS	FEE
<i>RESIDENTIAL</i>	
Zoning Map Amendments – Single Family Districts	\$2,305.00 plus \$75.00 for legal ad
Zoning Map Amendments – Multiple Family Districts	\$2,305.00 plus \$599.00 per acre plus \$75.00 for legal ad
<i>NON-RESIDENTIAL</i>	
Zoning Map Amendments	\$2,305.00 plus \$599.00 per acre plus \$75.00 for legal ad
<i>STAFF REVIEWS REQUIRED FOR ZONE CHANGES</i>	\$576.00 for each review request

FINAL DEVELOPMENT PLANS

FINAL DEVELOPMENT PLANS (FDP)	FEE
Processing Fee for FDP applications	\$2,981.00 plus \$75.00 for legal ad
MODIFICATIONS TO FDP PLANS	
Processing Fee for FDP Modifications	\$2,032.00 plus for \$75.00 for legal ad

VARIANCES AND APPEALS THROUGH THE BOARD OF ZONING APPEALS

VARIANCES	FEES
<i>RESIDENTIAL</i>	
Proposed Improvements valued up to \$25,000	\$545 plus \$75.00 for legal ad
Proposed Improvements valued over \$25,001	\$354.00 plus \$75.00 for legal ad
<i>COMMERCIAL</i>	
Transient Vendor – Special Zoning Certificate	\$218.00 plus \$75.00 for legal ad
Proposed Improvements valued up to \$500,000	\$1,219.00 plus \$75.00 for legal ad
Proposed Improvements valued between \$500,001 and \$1,000,000	\$2,032.00 plus \$75.00 for legal ad
Proposed Improvements valued between \$1,000,000 and \$10,000,000	\$3,119.00 plus \$75.00 for legal ad
Proposed Improvements valued above \$10,000,000	\$5,014.00 plus \$75.00 for legal ad
<i>ZONING CERTIFICATE</i>	
Issuance of a Zoning Certificate	See Zoning Certificates

<i>PENALTIES</i>	
The Board of Zoning Appeals may invoke a penalty fee of up to two times the application fee when a project is commenced prior to obtaining an approval.	
<i>APPEALS</i>	<i>FEE</i>
Appeal to any order, decision, or determination made by an Administrative Official.	\$814.00 plus \$75.00 for legal ad

NON-CONFORMING USE AND COMPATIBLE NON-CONFORMING USE APPLICATIONS

NON-CONFORMING USES	FEE
Non-conforming Uses of Land and Structures	\$340.00 plus \$75.00 for legal ad
Non-complying structures	No Charge
Non-conforming Lots of Record	No Charge

ZONING CERTIFICATES

ZONING CERTIFICATE	FEE
<i>RESIDENTIAL</i>	
New Single Family Structure	\$246.00 plus \$48.00
New Multi-Family Structure	\$246.00 plus \$48.00
Additions	\$158.00 plus \$48.00
Accessory or Temporary Structure (shed, garage, etc.)	\$158.00 plus \$48.00
Swimming Pools (in-ground and above ground)	\$158.00 plus \$48.00
Walls, Fences and Retaining Walls	\$158.00 plus \$48.00
Decks (attached or detached)	\$158.00 plus \$48.00
In-Home Occupation Certificate	\$158.00 plus \$48.00
Antennas and Satellite Dishes	\$158.00 plus \$48.00
Plan Review of Modified Zoning Certificate previously issued	½ of original certificate cost not to exceed \$311.00
<i>NON-RESIDENTIAL ZONING CERTIFICATES</i>	
Buildings containing 0 to 1,000 sf	\$380.00 plus \$48.00
Buildings containing 1,001 to 2,000 sf	\$517.00 plus \$48.00
Buildings containing 2,001 to 9,000 sf	\$.37 per sf plus \$48.00
Buildings containing more than 9,000 sf or more	\$3,119.00 + \$0.21/sf greater than 9000 sf plus \$46.00
Tents	\$151.00 plus \$48.00
Awnings and Marquees	\$260.00 plus \$48.00
Commercial Swimming Pools and Storage Tanks	\$260.00 plus \$48.00
Commercial Antenna & Satellite Dishes	\$260.00 plus \$48.00
Walls and Fences	\$260.00 plus \$48.00
Retaining Walls	\$260.00 plus \$48.00
New Signs and Billboards	\$251.00 plus \$1.93 per sf of sign face over 32 sf plus \$48.00
Signs – Face Change (one fee per property)	\$206.00 plus \$48.00

Signs – Temporary	\$206.00 plus \$48.00
Parking Lots (new or restriping)	\$260.00 plus \$48.00
Landfill and Excavation (business only)	\$3,523.00 plus \$48.00
Gravel Mining/Extraction	\$2440.00 plus \$48.00
Commercial Alterations (where parking analysis is required)	\$435.00 plus \$48.00
Commercial Alterations/New Tenant (where parking analysis is required)	\$435.00 plus \$48.00
Commercial Alteration/New Tenant (where no parking analysis is required)	\$151.00 plus \$48.00
Plan Review of Modified Zoning Certificate previously issued	½ of original certificate cost not to exceed \$414.00
Non-Conforming Use Certificates	\$342.00
<i>OTHER ZONING CERTIFICATES</i>	
Refusal letter (issued for application which does not meet zoning regulations in order to proceed to the Board of Zoning Appeals). The cost of refusal letter will be applied to the original zoning certificate only upon approval of appeal.	\$158.00
Zoning Certification Letter (Certifying Zoning on a particular parcel).	\$206.00

ADMINISTRATIVE INTERPRETATIONS AND GENERAL MODIFICATIONS BY THE ZONING COMMISSION

ADMINISTRATIVE INTERPRETATIONS	FEE
Application of an Administrative Interpretation	\$206.00 plus \$75.00 for the legal ad

CONDITIONAL USES

ZONING DISTRICTS	FEE
<i>CONDITIONAL USES</i>	
Conditional Uses	\$1,155.00 plus \$212.00 pertaining to the area of the conditional use plus \$75.00 for legal ad
Telecommunication Towers – Application	\$1,085.00 plus \$75.00 for legal ad
Telecommunication Towers – Co-Location	\$206.00 plus \$75.00 for legal ad
Micro Towers	\$608.00 plus \$75.00 for legal ad
<i>MODIFICATIONS</i>	
Modifications to approved Conditional Uses	\$883.00 plus \$75.00 for legal ad

SYMMES TOWNSHIP ZONING COMMISSION
9323 UNION CEMETERY ROAD
SYMMES TOWNSHIP, OHIO 45140-9386
PHONE: 513-683-6644 FAX: 513-683-6626

**FINAL DEVELOPMENT PLAN
SUBMISSION REQUIREMENTS**

CASE:

APPLICANT:

APPLICATION SUBMISSION REQUIREMENTS: After the Preliminary Development Plan is approved and the zoning amendment is adopted by the Symmes Township Board of Trustees, a Final Development Plan (FDP) (as described below) must be reviewed and approved by the Symmes Township Zoning Commission (STZC).

CONTENTS:

1. **FDP APPLICATION SUBMISSION CHECKLIST**
2. **MEETING SCHEDULE**
3. **DEED OF ACCEPTANCE** (To Appear on Final Development Plan)
4. **DECLARATION OF CONDOMINIUM**
5. **SUMMARY OF FDP RECORDING PROCEDURE**
6. **SUMMARY OF ZONING CERTIFICATE PROCEDURE**

PLEASE READ ALL INSTRUCTIONS

FDP APPLICATION SUBMISSION CHECKLIST

__1. **SUBMISSION DEADLINE** ___/___/___ for STZC agenda in month of

The Final Development Plan must be submitted - complete - by the submission deadline in order to be placed on the STZC agenda on the third Wednesday of the month or as otherwise scheduled (**Attachment 1**). Earlier submission is recommended to assure adequate time for revisions and corrections prior to the submission deadline. Plans that are not complete at the time of the submittal deadline will not be accepted for processing by staff nor placed on the agenda for STZC review.

__2. **REQUIRED DOCUMENTS**

- __ a. Submit **SEVEN (7) COPIES** of the FDP including all information listed in Section 3.
- __ b. Submit **SEVEN (7) COPIES** of each separate sheet as listed in items 3c, 3d, 3e, and 3f.
- __ c. Submit this completed form (Checklist of Requirements) with signature and date of submission. (**See Page 4**)
- __ d. Submit a letter of request for placement on the next STZC agenda.
- __ e. Submit **SEVEN (7) COPIES** of the FDP reduced to 8½" x 11".

__3. **CONTENT OF FINAL DEVELOPMENT PLAN**

All of the items in this section are an integral part of the FDP; incomplete applications will not be accepted for processing by staff nor placed on the agenda for STZC review. The FDP 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 FDP 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.

__ c. Grading Plan

Indicate proposed contours in solid lines at five (5) feet intervals or less; and existing contours in dashed lines. Use two (2) feet intervals where necessary to adequately indicate storm drainage.

__ d. Landscape/Streetscape Plan

A landscape/streetscape plan for perimeter buffers and other required areas shall be prepared by a 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.

__ e. Lighting & Sign Plan

Specify location, dimensions, details and specifications for all signs and exterior lights, including type of standards, radius of lights and intensity of footcandles.

__ f. Floor Plans and Elevations

Submit typical floor plans and elevations if requested for final review.

__ g. Revisions and Conditions

The FDP 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

Symmes Township Board of Trustees (or previously by the Hamilton County Board of County Commissioners); and

___7. other conditions and/or restrictive covenants applicable to the property.

___h. Restrictive Covenants

All Restrictive Covenants itemized in the Resolution of Approval by the Symmes Township Board of Trustees (or previously by the Hamilton County Board of County Commissioners) must be printed on the FDP.

___i. 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 Building Inspections for review and approval).

___j. 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 FDP.

___k. Deed of Acceptance

The Deed of Acceptance, signed by owner(s) must be on each sheet of the FDP **(use standard form, Attachment 2)**.

For condominium development only, the Declaration of Condominium must be printed on the FDP. **(Attachment 3)**

The 2025 Processing Fee

A check in the amount shown below, payable to the Hamilton County Treasurer must accompany this checklist.

___ Two-Thousand, Nine-Hundred and Eighty-One dollars and 00/00 (\$2,981.00) for first time final development plan + \$75.00 legal ad + 5% technology fee.

___ Two-Thousand, Thirty-Two dollars and 00/00 (\$2,032.00) for modification of previously approved FDP + \$75.00 legal ad + 5% technology fee.

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

Signature of person preparing checklist
(Applicant or Representative)

Date Submitted

(Attachment 1)

2025 - 2026
Symmes Township Zoning Commission
SCHEDULE OF MEETINGS AND SUBMISSION DEADLINES FOR
FINAL DEVELOPMENT PLANS

	Submission Deadline For Planned Unit Development Plan Review By RPC/RZC Staff	Submission Deadline For Completed Planned Unit Development Plans	STZC Regular Meeting
	(Second Monday of Month Prior to Meeting)	(Last Thursday of Month Prior to Meeting)	(Third Wednesday of Each Month)
	December 9, 2024	December 26, 2024	January 15, 2025
2025	January 13	January 30	February 19
	February 10	February 27	March 19
	March 10	March 27	April 16
	April 14	April 24	May 21
	May 12	May 29	June 18
	June 9	June 26	July 16
	July 14	July 24	August 20
	August 11	August 28	September 25
	September 8	September 25	October 15
	October 13	October 30	November 19
	November 10	November 27	December 17
	December 8	December 25	January 21, 2026
2026	January 12	January 29	February 18
	February 9	February 26	March 18

NOTE: BOLD dates differ from normal schedule.

(Attachment 2)

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, his 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 said tract of land.

The tract of land shown hereon is being developed under a development plan as defined in Article III and in accordance with provisions of Article XIII-F, and Article XIII-____ of the Symmes Township Zoning Resolution adopted November 21, 1996.

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 Symmes Township Board of Trustees (or previously by the Hamilton County Regional Planning Commission), governing plats and subdivisions of lands, and the rules and regulations as are provided in the Symmes Township Zoning Resolution.

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

Witness

Signature

State of Ohio)
County of Hamilton)

Before me a notary public in and for said county, personally appeared of the _____ who represents 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 _____ 2025.

Notary _____

My Commission Expires _____

(Note: See alternate form for condominium)

(Attachment 3)

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 the 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 adopt 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

Signature

State of Ohio)
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 is their voluntary act and deed in testimony whereof I have hereunto set my hand and official seal this _____ day of _____ 2025.

Notary _____

My Commission Expires _____

SUMMARY OF FDP RECORDING PROCEDURE

Following approval of the FDP by the STZC, the applicant must submit **FOUR (4) SIGNED & STAMPED COPIES** of the FDP, including the Deed of Acceptance, to the Zoning Inspector, Hamilton County Rural Zoning Commission for recording. This step must be completed prior to the issuance of any zoning certificate or building permits.

REQUIRED DOCUMENTS – FOUR (4) SETS OF PLANS TO INCLUDE:

The SITE PLAN

The LANDSCAPE PLAN

The SIGN PLAN

The LIGHTING PLAN

SUMMARY OF ZONING CERTIFICATE PROCEDURE

Following the submittal for recording of the FDP, the **applicant must apply for zoning certificates** by submitting applications and plans to the *Hamilton County Zoning Certificate Counter, County Admin. Bldg. RM. 801, 138 E. Court Street, Cincinnati, Ohio 45202*. Zoning certificate application(s) must be submitted and issued prior to application for building permit.

The Hamilton County Building Department will not accept permit applications prior to issuance of the zoning certificate for the structure(s) in question.

REQUIRED APPLICATION DOCUMENTS –

ONE (1) ZONING APPLICATION FORM (describing building/structures requested)

SEVEN (7) SITE PLANS (As approved and recorded, highlighting specific buildings requested if applying for permits in multiple phases.)

One (1) set of CONSTRUCTION PLANS (To be returned to applicant)

ZONING CERTIFICATE FEE (Checks payable to the Hamilton County Treasurer)

SYMMES TOWNSHIP ZONING COMMISSION
9323 UNION CEMETERY ROAD
LOVELAND, OH 45140-9386
PHONE: 513-683-6644 FAX: 513-683-6626

ZONE TEXT AND MAP AMENDMENT SUBMISSION REQUIREMENTS

CASE:

APPLICANT:

An application for a zone map amendment must comply with the requirements and procedures outlined herein.

PLEASE READ ALL INSTRUCTIONS

1. GENERAL REQUIREMENTS

 1.1 Pre-Application Meeting (Date: ___/___/___ Time: _____)

The applicant is to present a conceptual proposal to the Administrative Official and to obtain and discuss the overall application process before submitting an application (**Attachment 1**). Call 683-6644 for an appointment. The staff will present any adopted plans to the applicant for review. The Hamilton County Regional Planning Commission (RPC) by-laws for plan consistency will likewise be discussed. The applicant and/or his representative must be present. There will be no assurance at any time, implicit or otherwise, regarding final staff recommendations to the RPC about this application.

 1.2 Symmes Township Zoning Commission Staff Review: (Date: ___/___/___)

The applicant and/or his representative shall submit a conceptual rezoning request to the Administrative Official for review and analysis (this may be sent by messenger or mail). The RPC and Symmes Township Zoning Commission (STZC) staff will hold a staff meeting at which time the proposed reclassification will be reviewed for consistency with adopted plans. In the event that no plan has been adopted for the subject site/area, the staff will proceed with the review and discuss all relevant planning and zoning matters. At the conclusion of the meeting, a staff memo will be drafted and forwarded to the applicant. The memo is a preliminary review prior to the Pre-hearing Conference and prior to official application submittal of the rezoning and is subject to change and modification as additional information is received.

 1.2-1 Pre-hearing Conference: (Date: ___/___/___ Time: _____)

The applicant and/or his representatives shall submit three (3) prints of a Sketch Plan of the proposal and a letter of intent describing the proposed use of the premises (Section 2.2 only one copy). The staff will schedule and conduct a Public Pre-hearing Conference in Symmes Township. It is the responsibility of the applicant and/or his representative to attend this Conference and present their proposal. The purpose of this requirement is to inform the Township Officials

and local residents and to provide direction to the applicant.

___ **1.3 Submission Deadline:** (Date: ___/___/___) (RPC agenda in month of _____)

Application must be submitted to the office of the STZC according to schedule, (**Attachment 6**). Early submission is recommended to assure placement on the agenda and to provide adequate time for revisions and corrections.

___ **1.4 Revision Deadline:** (Date: ___/___/___)

Revisions and corrections in compliance with regulations and submission requirements must be completed at least **FOUR WEEKS PRIOR TO THE STZC MEETING**. Incomplete applications will not be accepted for processing or official filing nor placed on the agenda.

___ **1.5 Application Fee:**

An application for a zoning amendment shall be accompanied by a payment based upon the fee schedule in (**ATTACHMENT 7**) to cover the preponderance of cost of holding the public hearing thereon, including personnel costs, advertising and legal notices as required by law or otherwise in connection with said amendment. There shall be no refund or part thereof one public notice has been given. Review fees for Hamilton County Public Works and other professional or public agencies (if required) are the responsibility of the applicant. Make all checks payable to the Hamilton County Treasurer.

2. WRITTEN REQUIREMENTS

___ **2.1 Metes and Bounds Description**

- ___ Submit IN DUPLICATE on a SINGLE 8"x11" paper the following information:
- ___ a. A metes and bounds description of the subject site;
 - ___ b. The amount of area contained within the site;
 - ___ c. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be developed, is a complete, proper and legal description thereof.

___ **2.2 Application Letter**

Submit a letter completely describing the proposed rezoning of the premises. The following information shall be included:

- ___ a. Size of the area involved;
- ___ b. Description of proposed use (for land and buildings);
- ___ c. Character of development (architectural treatment, density, intensity);
- ___ d. Description of surrounding land uses
- ___ e. The specific changes in the character and conditions of the area that have occurred to make the property no longer suitable or appropriate for the existing zoning classification or to make the property appropriate for the proposed use;
- ___ f. The effect on; (1) community objectives and plans, (2) character of immediate vicinity, (3) adjacent property, and (4) public facilities and services; and the benefit that the neighborhood would derive from such change
- ___ g. Other information that the applicant feels is pertinent and would be helpful to the RPC, STZC or Symmes Township Board of Trustees in their review.

___ **2.3 Application Form**

Submit IN DUPLICATE a completed application form signed by the applicant and the owner(s) of the property. (**Attachment 1A & 1B**)

___ **2.4 Checklist of Requirements**

Submit IN DUPLICATE this completed form signed by applicant or representative. (See page 7)

3. GRAPHIC REQUIREMENTS

___ **3.1 Zoning Plat**

Submit **SEVEN (7) copies** of the zoning plat at a scale of one hundred (100) feet to inch or larger containing the following information:

- ___ a. All existing property lines and parcel numbers for each parcel within subject site and within three hundred (300) feet of exterior boundary of the subject tract, and the last name of the owners within two hundred (200) feet;
- ___ b. Metes and bounds and dimensions of subject property and area contained therein (in acres);
- ___ c. Existing zone district boundaries (shown in dashed lines with heavier line weight than property lines) and zone designations (for site and adjacent areas);
- ___ d. Project name in lower right corner, scale and North point (North

- _____ shall be to top of zoning plat);
- _____ e. Area of proposed rezoning indicated by crosshatching or shading;
- _____ f. Street names and right-of-way lines with line weight heavier than property lines;
- _____ g. Distance from subject property to nearest street intersection and/or section corner;
- _____ h. Proposed zone district lines shall extend to the centerline of all dedicated streets; and
- _____ i. Surveyor's stamp or seal.

_____ 3.2 **Proposed Development Plan\Existing Conditions Site Plan**

A proposed development plan is required, and a separate existing features plan is preferred. However, the existing conditions can be included in the proposed development plan if delineated with lighter line weights, screening or use of other techniques to differentiate existing from proposed features. An architect's, engineer's or surveyor's stamp is permitted for the development plan submission. However, only a surveyor's stamp is accepted for the submission of the zoning compliance plan and for acquiring a zoning certificate.

_____ 3.21 **Proposed Features:** Submit **SEVEN (7)** copies of the plan (a single drawing) at a scale of fifty (50) feet to the inch or larger (unless otherwise approved by the Director) showing the items listed below.

- _____ a. name of project, date, scale, north arrow (with north to top of plan), map title, total number of sheets and sheet number;
- _____ b. name and title of applicant, present owner(s) and person preparing map;
- _____ c. vicinity map that identifies the site with references to surrounding areas and to existing street locations;
- _____ d. zone (gross) area of entire site; site (net) area excluding right-of-way;
- _____ e. summary table with the following information:
 - _____ proposed use of all facilities
 - _____ floor area including basements (if nonresidential)
 - _____ number of dwelling units (if residential)
 - _____ parking spaces required by Zoning Res.; parking spaces provided
 - _____ seating capacity (where appropriate)
 - _____ density of residential uses (divide number of dwelling units by net site area – excluding right-of-way and access easements)
- _____ f. perimeter boundary of subject site (excluding proposed right-of-way);
- _____ g. metes and bounds and dimensions of requested zonechange area;
- _____ h. the general location and use of all proposed structures on the subject site including buildings, recreation facilities, parking facilities, trash stations, dumpster, fences, sewage treatment plant, walls, sidewalks, curbs, heating/a.c. and exhaust equipment, etc.;

- ___ i. location and dimensions of future building additions and phases of implementation if contemplated;
- ___ j. location and dimensions of proposed off-street parking area layout (indicate spaces per bay). Show individual parking spaces, loading areas, aisles, traffic patterns, driveways for ingress and egress, and type of pavement;
- ___ k. specify front, side and rear yard setbacks of structures and parking areas (indicate if at variance with the Zoning Resolution);
- ___ l. generalized location of anticipated earthwork distinguishing cut from fill;
- ___ m. location and dimensions of proposed streetscape buffer, boundary buffer and interior parking lot landscaping (see attachment 3);
- ___ n. construction limits (area to remain undisturbed); location of existing trees or tree masses that will remain and their appropriate diameter (if over 6 inches) or form of canopies;
- ___ o. location, dimensions, and number (including heights and sq. ft.) of all signs; location and general type of exterior lighting (including height, cut-off angle)
Note: Contact the County Engineer, Permit Section for items p, q, r & s
- ___ p. location, width, and type of pavement for proposed streets, length of cul-de-sacs, and location of all access points adequately described to enable field location (i.e. exact distance from centerline of nearest street intersection or other fixed feature in closer proximity);
- ___ q. location and details of proposed traffic improvements such as acceleration and deceleration lanes, channelization, etc.;
- ___ r. location and dimensions of right-of-way, easements and all lands to be dedicate to the county or reserved for specific uses;
- ___ s. typical sections of all right-of-way;
Note: Contact the Hamilton County Public Works Department for item t
- ___ t. location of proposed retention and detention basins and storm water management concept (see attachment 4).

___ **3.22 Existing Features:** Submit **SEVEN (7)** copies of the plan at a scale of fifty (50) feet to the inch or larger (unless approved by the Director) showing items listed below. Each of the required features listed below must be shown for a minimum distance of two hundred (200) feet beyond the entire development tract (zone change area).

- ___ a. existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;
- ___ b. location of existing zone boundaries and up to two hundred (200) feet outside subject site;
- ___ c. existing contour lines (dashed) at ten (10) feet intervals or less on site and including two hundred (200) feet beyond (use two (2) foot intervals where necessary to determine storm drainage). Indicate

- _____ d. sources and date of data;
existing steep slope areas of 20% (5:1); (steep slopes of 20% and greater include all areas where the horizontal distance between 10-foot contour intervals is equal to or less than fifty (50) feet);
- _____ e. location of landslide prone soils and bedrock (indicate source);
- _____ f. existing mature trees or tree mass (all trees over 6" diameter);
- _____ g. location of watercourses and areas subject to 50-year flood and 100 year flood (indicate source);
- _____ h. the use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features (indicate structures to be demolished in dashed lines).

_____ **3.3 Preliminary Grading Plan**

The applicant is **required** to submit **SEVEN (7)** copies of a preliminary grading plan identifying proposed contour lines at 2-ft intervals. The contour lines shall be extended to the adjacent property lines and/or right-of-way.

_____ **3.4 Plan-Color/Presentation Copy**

The applicant is **required** to submit a colored proposed development plan **one week prior** to the Symmes Township Zoning Commission meeting. The colored proposed development plan shall not be mounted and cannot be smaller than 24"x 36". This proposed development plan will be kept as part of the official file.

_____ **3.5 Plan Reduction**

_____ Submit **SEVEN (7)** copies of the plan reduced to 8 ½" x 11". The reduction need not include any area outside the property lines of the subject site.

_____ **3.6 Architectural Graphics** (upon request)

- _____ Elevation
- _____ Cross-section
- _____ Typical floor plans

4 CONCEPT REVIEW*

_____ **4.1 Review of Preliminary Sewer Concept**

The Township Zoning Inspector will transmit drawings to M.S.D. (Metropolitan Sewer District) and/or O.E.P.A (Ohio Environmental Protection Agency) for concept approval (request for sewer availability).

_____ **4.2 Review of Preliminary Access / Circulation Concept**

The Township Zoning Inspector will transmit drawings to the County Engineer and/or ODOT for review and recommendation.

____ **4.3 Review of Preliminary Fire Prevention Concept**

The Township Zoning Inspector will transmit drawings to the Township Fire Prevention Officer for review and recommendations.

____ **4.4 Review of Preliminary Landscape, Buffer and Conservation Concepts**

The Township Zoning Inspector will transmit drawings to the Hamilton County Soil Conservation Service and the Regional Planning Commission Staff for review and recommendations.

____ **4.5 Review of Conformance to Thoroughfare Plan, Zoning Resolution and Land Use Plan & Policies**

The Township Zoning Inspector will transmit drawings to the Regional Planning Commission and Township Officials for review and recommendations.

____ **4.6 Review of Storm Water Detention/Retention (See attachment 4)**

The Township Zoning Inspector will transmit drawing to the Hamilton County Public Works for review. The applicant must fill out a SDS form before Public Works will review the proposed development (call Public Works at 946-4550).

____ **4.7 Hillside Trust**

The Township Zoning Inspector will transmit drawings to The Hillside Trust for any projects that may impact steep slopes.

NOTE:

Information submitted shall be assumed to be correct and 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

* See attachments 2 and 5 for additional information and agency addresses.

ZONING AMENDMENT MEETING/HEARING PROCESS & SUBMISSION REQUIREMENTS

___ **A. Regional Planning Commission**

The Regional Planning Commission will conduct a public meeting the 1st Thursday of the month at 12:30 p.m. to make a recommendation to the Symmes Township Zoning Commission. The Regional Planning Commission bases their recommendation on consistency with an adopted land use plan, existing land uses and/or new information concerning adjacent land uses or other developments.

___ **B Symmes Township Zoning Commission**

The Symmes Township Zoning Commission will conduct a public hearing on the 3rd Wednesday of the month at 6:30 p.m. to make a recommendation to the Symmes Township Trustees. The Symmes Township Zoning Commission takes into consideration the Regional Planning Commission's recommendation and reviews the proposed development to determine compliance with the zoning resolution.

___ **C Township Trustees**

The Township Trustees will schedule the public hearing at the next available meeting after the Zoning Commission meets. They will then conduct a public hearing the following month to review the proposed amendment. The Trustees will close the public hearing and vote to approve, deny, or modify the amendment.

___ **D Referendum Period**

Within 30 days of the Township Trustees final decision, the public has the opportunity to challenge the decision by subjecting it to a vote of the public. The opponents must acquire signatures of 8% of the registered voters who voted in the most recent gubernatorial election in the affected township to have the issue put on the next election ballot. A zoning certificate cannot be acquired until the 30-day referendum period has expired or until the results of the election on the zone amendment are certified by the Board of Elections.

An application for a zoning amendment which subsequently fails to receive the approval of the Township Trustees or is subsequently defeated through referendum, shall not again be filed for the purpose of amending the zoning of all or part of the same property within a period of twelve (12) months from the date of the Trustee's action or date of such referendum, unless such an amendment for change shall be more restrictive than last applied for.

___ **E Final Development Plan**

Following the approval of a zone amendment the applicant must submit a Final Development Plan that meets all the conditions placed on the development by the Township Trustees. *A packet containing the Final Development Plan Submission Requirements will be provided.* The Final Development Plan must be approved by the Symmes Township Zoning Commission.

The total amendment process requires a minimum of approximately SIX (6) months to complete.

APPLICATION FOR **ZONING AMENDMENT**
SYMMES TOWNSHIP ZONING COMMISSION
9323 UNION CEMETERY ROAD
SYMMES TOWNSHIP, OHIO 45140-9386
PHONE: 513-683-6644 FAX: 513-683-6626

This application must be typewritten or printed. Use additional sheets if necessary.

Has this proposed Zoning Amendment been discussed with the Symmes Township Zoning Inspector? _____ Date: _____ Staff? _____ Date: _____

Request Change from _____ to _____ Total area _____ acres.

Name of Applicant _____

Address _____ Phone No. _____

Name, Address & Parcel Number of each property owner of record within the area proposed to be reclassified.

1. _____
2. _____
3. _____
4. _____

Location of property in accordance with County Auditor Records: Tract Size: _____

Auditor's Book _____ Page _____ Parcel(s) _____

Physical location of property _____

(MY) (OUR) interest in the property proposed to be reclassified is as:

Owner _____ Agent _____ Lessee _____ Optionee _____

Applicant _____
Signature Address Phone No.

Owner _____
Signature Address Phone No.

A filing fee shall accompany the completed application. (See Attachment 7)
Make check payable to: The Hamilton County Treasurer

THERE SHALL BE NO REFUND OR PART THEREOF ONCE PUBLIC NOTICE HAS BEEN GIVEN.

Note: Although the Applicant may not be the same as the owner(s), the owner(s) shall co-sign as applicants for an amendment.

Attachment 1B

**SYMMES TOWNSHIP ZONING COMMISSION
9323 UNION CEMETERY ROAD
SYMMES TOWNSHIP, OHIO 45140-9386
PHONE: 513-683-6644 FAX: 513-683-6626**

COMPLETE ITEMS 1 THRU 4 AND ALL OTHER
APPLICABLE SPACES ON THIS FORM.

	NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE
(1) APPLICANT						
(2) OWNER						
(3) PLANS BY						
(4) BILLING TO						
(5) CONTRACTOR						
(6) DEVELOPER						
(7) ATTORNEY						

Attachment 2

ADDRESSES OF COUNTY DEPARTMENTS AND AGENCIES

HAMILTON CO. AUDITOR
138 E. Court St., Room 304
Cincinnati, OH 45202
(513) 946-4000

HAMILTON CO. ENGINEER
138 E. Court St., Room 700
Cincinnati, OH 45202
(513) 946-4250

HAMILTON CO.
PLANNING & DEVELOPMENT
DEPT. OF BUILDING COMMISSIONER
138 E. Court St., Room 801
Cincinnati, OH 45202
(513) 946-4550

HAMILTON CO.
PLANNING & DEVELOPMENT
DEPT. OF PUBLIC WORKS
138 E. Court St., Room 801
Cincinnati, OH 45202
(513) 946-4550

HAMILTON CO.
PLANNING & DEVELOPMENT
REGIONAL PLANNING COMMISSION
138 E. Court St., Room 801
Cincinnati, OH 45202
(513) 946-4550

HAMILTON CO.
PLANNING & DEVELOPMENT
RURAL ZONING COMMISSION
138 E. Court St., Room 801
Cincinnati, OH 45202
(513) 946-4550

METROPOLITAN SEWER DISTRICT
1600 Gest St.
Cincinnati, OH 45204
(513) 352-4850

HAMILTON CO. BOARD OF HEALTH
250 William Howard Taft
2nd Floor
Cincinnati, OH 45219
(513) 946-7800

HAMILTON CO. SOIL & WATER
CONSERVATION DISTRICT
1325 E. Kemper Road, Suite 115
Cincinnati, OH 45246
(513) 772-7645 Ext. 18

ODOT (OHIO DEPARTMENT OF
TRANSPORTATION)
505 South Street, Rt. 741
Lebanon, Ohio 45036-9518
1(800) 831-2142

LOVELAND SYMMES FIRE DEPARTMENT
9425 Loveland-Madeira Road
Cincinnati, Ohio 45242
513-792-7330 ext 12

PARKING/LANDSCAPING CALCULATION SHEET

Show requested information as part of your revised submission for completeness:

	REQUIRED	PROPOSED
PARKING:		
<u>No. of parking spaces</u> (Sec. 141/Show calculation)	-----	-----
 <u>Interior Landscaping</u> (Sec. 145/ Indicate location if located within Streetscape buffer)		
Square footage (22 sq. ft. per parking space)	-----	-----
No. of canopy trees	-----	-----
No. of shrubs	-----	-----

LANDSCAPING:
Sec. 326/Delineate each required buffer area on map.

Streetscape Buffer:

Width	-----	-----
No. of Canopy trees	-----	-----
No. of Shrubs	-----	-----

Boundary Buffer:

Width	-----	-----
No. of Canopy trees	-----	-----
No. of Shrubs	-----	-----

Note:

Refer to Sec. 328.3 and indicate in calculations if requesting Zoning Commission approval of alternative planting in buffer yard areas.

zAttachment 4 (Public Works Filing Requirements)



Storm Water Drainage System Application
 SDS Review & Inspection for Hamilton County Planning & Development
 138 East Court Street RM 801 - Cincinnati, Ohio 45202
 Phone 513-946-4550
 Fax 513-946-4744

1. Applicant to complete ALL applicable spaces on this form.

Date: _____

Identification	Name	Street Address	City	State	Zip	Phone
Owner or Developer:	_____	_____	_____	_____	_____	_____
Contractor:	_____	_____	_____	_____	_____	_____
Plans By:	_____	_____	_____	_____	_____	_____
Person Billed for Review Fees:	_____	_____	_____	_____	_____	_____
Person Billed for Inspection Fees:	_____	_____	_____	_____	_____	_____

2. Project Information:

Project Title: _____ Application/Case No. _____ Present Zoning: _____
A unique name to identify your project

Project Address: _____ Township: _____ Proposed Zoning: _____

3. Check Applicable Box:

Type of Project	Concept Review	Improvement Plan* Review	Concurrent Concept & Improvement Plan* Review
Subdivision:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage Subdivision:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial/Industrial:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Improvement plans are detailed construction drawings conforming to Rules & Regulations of Public Works.

4. The owner of the development and undersigned do hereby covenant and agree to comply with all the laws of the State of Ohio and the regulations of the County of Hamilton pertaining to storm water management, and that said construction will be in accordance with plans and specifications submitted herewith and certify that the information and statement given on this application are true.

5. Person Billed for Review Fees: _____
Same as Above Print Your Name & Company name Signature

6. Person Billed for Inspection Fees: _____
Same as Above Print Your Name & Company name Signature

WHERE TO OBTAIN INFORMATION AND MAPS RELEVANT TO LAND DEVELOPMENT

SOIL CONSERVATION DISTRICT		REGIONAL PLANNING	RURAL ZONING	METROPOLITAN SEWER DISTRICT	SANITARY ENGINEER	COUNTY ENGINEER	BUILDING COMMISSIONER	COUNTY AUDITOR	DEPARTMENT, AGENCY	GENERAL INFORMATION
								●	Plat Description, Land Ownership, Real Estate Valuation, Taxation	
	●	●							Zoning	
	●	●							Subdivision	
					●				Storm Sewer and Drainage	
				●					Sanitary Sewer	
						●			Rights-of-way, Road Improvements, Driveways, Sidewalks, Bridges, Road Records	
							●		Building Codes, Building Inspection, Heating, Air Conditioning	
	●								Land Use, Growth Plans, School Districts, Census	
●	●								Soils	
	●								Property Lines: 1" = 200' Property Lines: 1" = 400'	MAPS
	●								Overall County Street Pattern 1" = 3000'	
						●			Topography and Tree Cover 1" = 200'	
	●								Topography and Tree Cover 1" = 400'	
	●								Topography Overall County 1" = 3000', 1" – 2000'	

2025-2026
Symmes Township Zoning Commission & Rural Zoning Commission
SUBMISSION DEADLINES* AND MEETING DATES FOR
ZONING AMENDMENTS and SPECIFIC PLANNED UNIT DEVELOPMENTS

Submission Deadline For All Zoning Amendment Applications (1)	Submission Deadline For Revisions to Preliminary Development Plans/ <u>Complete</u> Application (2)	<u>Public Meetings</u> RPC Regular Meeting	<u>Public Meetings</u> ZC Regular Meeting (3)	
CYCLE	(Six Weeks Prior to RPC Meeting)	(Three Weeks Prior to RPC Meeting)	(First Thursday)	(Third Wednesday)
2025-01	November 21	December 12	January 2	January 15
25-02	December 26	January 16	February 6	February 19
25-03	January 23	February 13	March 6	March 19
25-04	February 20	March 13	April 3	April 16
25-05	March 20	April 10	May 1	May 21
25-06	April 24	May 15	June 5	June 18
25-07	May 22	June 12	July 3	July 16
25-08	June 26	July 17	August 7	August 20
25-09	July 24	August 14	September 4	September 17
25-10	August 21	September 11	October 2	October 15
25-11	September 25	October 16	November 6	November 19
25-12	October 23	November 13	December 4	December 17
2026-01	November 20	December 11	January 1	January 21
26-02	December 25	January 15	February 5	February 18

NOTE:

(1) This is the application deadline for initial staff review. A staff/public conference will be scheduled and held in the Township prior to full submission. (See application form Sec. 1.3)

(2) This is the official filing date for completed applications. (See application form Sec. 1.4)

(3) All TZC public hearings will be held in the Township Administration Building on the third Wednesday of each month. After the TZC makes its

recommendation, the Board of Township Trustees will also schedule a public hearing which will be held in the Township Administration Building.

Underlined dates differ from normal schedule.

*See application form for additional explanation.

Attachment 7

FEE SCHEDULE
ZONING MAP AMENDMENTS

ZONE DISTRICTS	FEE
RESIDENTIAL	
Zoning Map Amendments - Single Family Districts	\$2,305.00 + \$75.00 for legal ad
Zoning Map Amendments - Multiple Family Districts	\$2,305.00 + \$599.00 per acre + \$75.00 for legal ad
NON-RESIDENTIAL	
Zoning Map Amendments	\$2,305.00 + \$610.00 per acre + \$75.00 for legal ad
STAFF REVIEW FOR ALL ZONE CHANGES	
Per each submittal	\$576.00 each submittal

Calculate gross property acreage using whole numbers:

- A. .1 to .4 acres – round down (i.e. 2.4 acres = 2 acres)
- B. .5 to .9 acres – round up (i.e. 2.5 acres = 3 acres)

Gross acreage: _____ Calculating acreage: _____

_____ x \$610.00 = _____ + \$2,305.00 + \$75.00 = _____
 Calculating acreage Amendment fee due

1. Make checks payable to Hamilton County Treasurer.
2. Amendment processing fees are nonrefundable.
3. Approved by the Board of Symmes Township Trustees: December 10, 2024
4. Effective Date: January 1, 2025

APPLICATION DATE: _____ RECEIVED: _____ COMPLETE: _____

FEE PAID BY CHECK # _____