

**WEST CHESTER TOWNSHIP, BUTLER COUNTY, OHIO  
PLANNING AND ZONING DEPARTMENT  
9577 Beckett Road, Suite 100, West Chester, Ohio 45069  
TELEPHONE: (513) 777-4214  
[www.westchesteroh.org](http://www.westchesteroh.org)**

**SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR  
FINAL DEVELOPMENT PLANS**

An application for final development plan approval submitted to the office of the West Chester Township Planning and Zoning Department must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written, and graphic requirements and application submittal forms which explain the final development plan process. The checklist together with all required information, original application forms, and copies must be submitted in complete and accurate form before the amendment will be processed by the Planning and Zoning Department.

The filing date of the application packet shall be the date on which all information submitted is examined by the Planning and Zoning Department and found to meet all the requirements as described in this packet. The closing date represents the final day on which an application will be accepted. **After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff, Zoning Commission or Board of Trustees.** Early submission is therefore, highly recommended to assure placement on the agenda and adequate time for revisions and corrections. The office of the West Chester Township Planning and Zoning Department maintains a list of monthly meeting and closing dates.

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**SUBMISSION REQUIREMENTS  
FOR FINAL DEVELOPMENT PLANS  
WEST CHESTER TOWNSHIP ZONING RESOLUTION**

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FOR WEST CHESTER TOWNSHIP PLANNING AND ZONING DEPARTMENT USE ONLY:

CASE # \_\_\_\_\_

DATE RECEIVED:

**1. GENERAL REQUIREMENTS**

\_\_\_\_ 1.1 **PRE-APPLICATION MEETING** ( DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ )

The applicant is to present the concept of the final development plan to the Planning and Zoning Department and to obtain and discuss the overall application process before submitting the application packet. Call 777-4214 for appointment. There will be no assurance at any time, implicitly or otherwise, regarding final staff recommendations to the Commission about this application.

\_\_\_\_ 1.2 **SUBMISSION CLOSING DATE** DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

The application packet must be submitted to the office of the West Chester Township Zoning Department in person, no later than **THE CLOSING DATE**. Prior to submitting the application packet and necessary information, the applicant should revise proposed plans and/or zoning plat as advised by the Planning & Zoning Director. After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff, Zoning Commission. Early submission is recommended to assure placement on the agenda and adequate time for revisions and corrections. **Incomplete or inaccurate applications will not be accepted for processing or be placed on the agenda for any hearings or meetings.**

\_\_\_\_ 1.3 **APPLICATION FEE**

An application fee for a zoning map amendment shall be accompanied by a non-refundable payment to cover the costs of holding the public hearing thereon, including personnel costs, advertising and legal notices as required by law or otherwise in connection with said case. Please make checks payable to West Chester Township.

Final Development Plan cancellations must be submitted in writing to the Zoning Administrator. **There shall be no refund once public notice has been given.**

## 2. WRITTEN REQUIREMENTS

### \_\_\_\_\_2.1 **METES AND BOUNDS LEGAL DESCRIPTION**

Submit on a single 8 1/2" X 11" paper the following information:

- A. a metes and bounds description of the subject site;
- B. the amount of area contained within the site; and
- C. a statement, signed by a registered surveyor, certifying that the description of the property proposed to be rezoned, is a complete, proper and legal description thereof.

### \_\_\_\_\_2.2 **PROPERTY DEED**

Submit one copy of the deed to the subject property as filed in the Butler County Recorder's Office.

### \_\_\_\_\_2.3 **PREVIOUS ACTION INFORMATION**

Submit one copy of all resolutions and minutes of previous meetings and hearings involving the original approval of the zone amendment to PUD District.

### \_\_\_\_\_2.4 **FINAL DEVELOPMENT PLAN APPLICATION FORM**

Complete and submit the original application form.

### \_\_\_\_\_2.5 **ADJACENT PROPERTY OWNERS FORM**

Complete and submit the original Adjacent Property Owners form (provided in this packet) containing the names, addresses and tax information of all parcels within two hundred (200) feet of the subject site.

### \_\_\_\_\_2.6 **APPLICANT'S AFFIDAVIT**

Complete and submit the original Affidavit (provided in this packet).

### \_\_\_\_\_2.7 **CHECKLIST OF REQUIREMENTS**

**Submit this checklist fully completed.**

**3. GRAPHIC REQUIREMENTS**

\_\_\_\_ 3.1 **PRELIMINARY DEVELOPMENT PLAN**

Submit one (1) copy of the previously approved Preliminary Development Plan.

\_\_\_\_ 3.2 **REDUCED PRELIMINARY DEVELOPMENT PLAN**

Submit one (1) copy of the preliminary development plan reduced to an 11" X 17" sheet of paper.

\_\_\_\_ 3.3 **FINAL DEVELOPMENT PLAN**

Submit thirteen (13) **folded** copies of the detailed Final Development Plan(s) 24" x 36". The detailed Final Development Plan shall be in accordance with the approved Preliminary Development Plan; shall be prepared for the owner/developer(s) by a professionally competent urban planner, professional engineer, architect or landscape architect; and shall include the following:

- \_\_\_ A Survey of the tract to be developed showing existing physical features (general topography, drainage ways and tree cover) and streets, easements and utility lines;
- \_\_\_ B. Site plan showing lot lines, building outlines, off-street parking spaces, pedestrian walkways, and vehicular circulation;
- \_\_\_ C. Preliminary building plans, including floor plans and elevations;
- \_\_\_ D. Landscaping plans, including quantity, size and varieties of landscaping;
- \_\_\_ E. Specific engineering plans, including site grading, street improvements, drainage and utility improvements, and extensions as necessary;
- \_\_\_ F. All necessary legal documentation relating to the corporation of a Homeowner's Association for the purpose of maintaining the specified common space within the Planned Unit development;
- \_\_\_ G. Copies of any restrictive covenants that are to be recorded.

\_\_\_\_ 3.4 **REDUCED FINAL DEVELOPMENT PLAN**

Submit four (4) copies of the final development plan reduced to an 11" X 17" sheet of paper.

**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.**

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<b>Signature of person preparing this checklist (Applicant or Representative)</b>	<b>Phone #</b>	<b>Date Submitted</b>
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**Name Printed**

**REQUIRED CONDITIONS FOR APPROVAL  
OF FINAL DEVELOPMENT PLAN**

The Township Zoning Commission shall study, review, and make written findings regarding the Final Development Plan to ensure the following specific conditions have been met:

Appropriate arrangements with the applicant have been made which will ensure the accomplishment of the public improvements and reservation of common open space as indicated on the Preliminary and Final Development Plan. If deemed necessary by the Board of Township Trustees during the Preliminary Development Plan process, this may require that the Board of Township Trustees hold bond to ensure the successful and proper completion.

The proposed detailed Final Development Plan(s) for the individual section(s) of the overall Planned Unit District is consistent in contents (building location--as applicable, land uses, densities and intensities, yard requirements, and area and frontage requirements) with the approved Preliminary Development Plan and the West Chester Township Land Use Plan.

Each individual phase of the development can exist as an independent unit which is capable of creating an environment of sustained desirability and stability, or that adequate assurance will be provided that such objective can be obtained.

That any part of the Planned Unit Development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; or if approved by the Zoning Commission, left in its natural state.

That any exception from the design standards provided in the PUD is warranted by the design and amenities incorporated in the detailed Final Development Plan.

That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.

That the detailed Final Development Plan is consistent with the intent and purpose of this Resolution to promote the public health, safety and general welfare of the residents of West Chester Township, Butler County, Ohio.

The Final Development Plan has been transmitted to all other agencies and departments charged with the responsibility of review.

**APPLICATION FOR FINAL DEVELOPMENT PLAN  
WEST CHESTER TOWNSHIP PLANNING & ZONING DEPARTMENT  
9577 Beckett Road, Suite 100, West Chester, Ohio 45069**

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FOR WEST CHESTER TOWNSHIP PLANNING AND ZONING DEPARTMENT USE ONLY:

CASE # \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

FEE RECEIPT # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

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**NOTE: THIS APPLICATION MUST BE TYPEWRITTEN - USE ADDITIONAL SHEETS IF NECESSARY**

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

NAME, ADDRESS & PARCEL NUMBER OF EACH PROPERTY OWNER OF RECORD WITHIN THE PROPERTY WHICH IS REQUESTED FOR FINAL DEVELOPMENT PLAN APPROVAL:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

PUD ZONE DISTRICT APPROVED (DATE) \_\_\_\_\_ BY \_\_\_\_\_

LOCATION OF PROPERTY: SECTION \_\_\_\_\_ TOWN \_\_\_\_\_ RANGE \_\_\_\_\_

PARCEL(S) \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

(MY) (OUR) INTEREST IN THE PROPERTY:

OWNER \_\_\_\_\_ AGENT \_\_\_\_\_ LESSEE \_\_\_\_\_ OPTIONEE \_\_\_\_\_

APPLICANT \_\_\_\_\_

Signature

Address

Phone #

OWNER(S) \_\_\_\_\_

Signature

Address

Phone Number



**PROPERTY OWNER'S AFFIDAVIT**

STATE OF OHIO  
COUNTY OF BUTLER

I (we) \_\_\_\_\_  
hereby certify that we are all of the owners of the real estate which is the subject of the pending zoning application; that we hereby consent to the Zoning Commission of West Chester Township approving a development plan for the subject real estate. We understand that our application will be considered and processed in accordance with the regulations as set forth by the West Chester Township Planning & Zoning Department and Zoning Resolution; that we agree to accept, fulfill and abide by those regulations and all stipulations and conditions attached to the Final Development Plan. As owner(s) of the real estate which is the subject of the pending zoning application, I hereby consent to the West Chester Township Planning and Zoning Department temporarily placing a sign advertising the zoning request on the subject property. The statements and attached exhibits are in all respects true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Phone

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

Person to be contacted for details, other than signatory:

\_\_\_\_\_  
Name Address Phone