



**Submission Requirements**  
**Amendment to the Colerain Township Zone Map**  
**(Single Letter)**

*For office use only:*

**Case #:**

*See Zoning Resolution Section 4.3 for full description of the Amendment process. For questions, clarification, and confirmation of meeting times, please call the Colerain Township Planning & Zoning Department at (513) 385-7505.*

***All required items must be submitted by the published deadline for the desired Zoning Commission meeting.***

- Application letter signed by the property owner, describing the proposed zone change and project. (15 copies)
- Completed application form.
- Application fee.
- Legal description of the property.
- Names and addresses of property owners adjacent to the subject property.

**Site Drawings:**

Fifteen (15) full size copies of the drawings, signed and stamped by registered professional preparer. These should be folded to 8.5" x 11", with title block visible.

Fifteen (15) 11" x 17" copies of the drawings.

Digital version REQUIRED for each of the drawings listed below, in JPEG or PDF format (use colors readable on white background), on CD. To email, contact the Planning & Zoning Dept. for contact: 513-385-7505.

**Drawings shall include:**

- Vicinity map.
- Existing property lines, dimensions, and orientations.
- Parcel IDs and names of property owners adjacent to the subject property.
- Adjacent streets and rights-of-way.
- Existing and proposed zoning district boundaries.
- Existing buildings and structures on property and on adjacent property within 50 feet of property line.
- Total gross and net acreage of the site and square footage of existing buildings.
- Dimensions for setbacks, rights-of-way, easements, and other site restrictions.

Checklist completed by: \_\_\_\_\_  
(print or type name)

Signature: \_\_\_\_\_

Phone/email: \_\_\_\_\_