

## **LASR (LOCALIZED ALTERNATIVE SIGN REGULATIONS)**

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Once operated by the Hamilton County Zoning Department, Sycamore Township residents voted in November 1998 to establish their own local zoning code and administrative procedures, much like that of the Hamilton County Zoning Department. The change would mean that the Trustees would be making the final zoning decisions in the Township. This new role for Sycamore Township is beneficial to the residents because we will be able to promptly respond to zoning violations and *local people will be making the decisions for our future*. The Zoning Commission is a commission of five Township residents appointed by the Trustees. The Zoning Commission makes decisions on some Planned Unit Developments (PUDI) and LASR's and makes recommendations to the Trustees on Township issues such as Zone Changes, Planned Unit Developments (PUDII), PUD Modifications, and provides feedback for the Township corridor studies, land use plan and specific public interest. Please contact the Planning & Zoning office for the step by step process to file for a zone change, PUD, LASR or Modification to a PUD.

**WHAT IS A LASR?** The purpose of an LASR is to allow for the creation of special signage for large scale land uses, such as shopping centers, office parks, airports, large institutions, universities, medical centers or other uses having multiple buildings.

**HOW DO I APPLY FOR AN LASR OR LASR MODIFICATION?** An LASR or LASR modification may be applied for only after a Zoning Plans Examiner has refused to issue a zoning certificate. Following the refusal of a zoning certificate, if the applicant should choose to proceed with the project, the completed application packet and application fee shall be filed with the Planning & Zoning Department by the date outlined. You may schedule an appointment with the Zoning Director if you have any questions or wish to further discuss details of a case prior to submission.

### **WHAT IS THE COMPLETE LASR PROCESS?**

#### ***1. Pre-application meeting***

The applicant is encouraged to meet with the Township to discuss the proposal.

#### ***2. Submission***

Should the applicant choose to proceed with the process, all required drawings, fees, application, and letters must be submitted by the date outlined. It is the applicant's responsibility to distribute plans to outside agencies for review and comment.

#### ***3. Sycamore Township Zoning Commission***

The applicant and the Planning and Zoning Department present the case before the board. The Township will provide all presentation materials and graphics in a power point presentation. During this time, comments from surrounding property owners may be heard.

#### ***4. Thirty (30) Day Referendum/Appeal Period***

Any decision made by the Zoning Commission in regards to an LASR is not official until a period of 30 days has passed. During that time, the decision can be appealed to the Hamilton County Municipal Court by a surrounding property owner or the applicant.

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## **LASR APPLICATION COMPLETENESS CHECKLIST**

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- 1. Letter of Intent – Submit (8) typed copies addressed to the Board containing the following information:**
  - a. A description that describes the current signage of the premises (if applicable)
  - b. The size of the building involved
  - c. A description of proposed signage
  - d. Character of development (architectural treatment, density, intensity)
  - e. Description of surrounding land uses
  - f. The specific changes in the character and conditions of the area which have occurred to make the property no longer suitable or appropriate for the existing signage or to make the property appropriate for the signage being requested
  - g. The effect on (1) community objectives and plans (2) character of the immediate area (3) adjacent property (4) public facilities and services
  - h. Other information the applicant feels may be pertinent and would be helpful to the Zoning Commission and Board of Trustees in their review
  
- 2. Zoning Plat – Submit (7) copies in 11x17 formats, (1) copy in 24x36 format and (1) electronic file containing the following information:**
  - a. All existing property lines and parcel numbers for each parcel within subject
  - b. Title, Scale and North arrow (North shall be at the top of the plat)
  
- 4. Existing Features – Submit (7) copies in 11x17 formats, (1) copy in 24x36 format and (1) electronic file containing the following information:**
  - a. Location of existing signage on the subject site
  
- 5. Proposed Features – Submit (7) copies in 11x17 formats, (1) copy in 24x36 format and (1) electronic file containing the following information:**
  - a. Name of project, date, scale, North arrow (with North at the top of the plan), map title, title, total number of sheets and sheet number
  - b. Name of the applicant, present owners and person preparing map
  - c. Vicinity map that identifies the site with references to surrounding areas and existing street locations
  - d. Zone (gross) area of entire site; site (net) area including right-of-way
  - e. Summary table with the following information:
    - 1. existing signage
    - 2. proposed signage
  
- 7. Plan-Color/Presentation Copy – The applicant is required to submit (7) copies in 11x17 formats, (1) copy in 24x36 format and (1) electronic file. The color proposed development plan shall not be mounted and will be kept as part of the file.**
  
- 8. Architectural Graphics – The applicant is required to submit (7) copies in 11x17 formats, (1) copy in 24x36 format and (1) electronic file containing the following information:**
  - a. elevations
  - b. cross sections

**SYCAMORE TOWNSHIP APPLICATION FOR  
ZONING COMMISSION/TRUSTEE APPROVAL**

The applicant is responsible for submitting their entire plans for comments and review to the following agencies as applicable. The comments made by each agency shall be forwarded to the Township prior to the scheduled hearing before the Zoning Commission.  
*\*Be sure to include the Zoning Case number assigned by Sycamore Township when submitting plans for outside agency review.*

<p align="center">Mr. Bill Morris  <b>Greater Cincinnati Water Works</b>          Engineering Division          4747 Spring Grove Avenue          Cincinnati, Oh 45232-7858          513.591.7858  <a href="mailto:Bill.morris@gcww.cincinnati-oh.gov">Bill.morris@gcww.cincinnati-oh.gov</a></p>	<p align="center">Mr. Steven G. Parker, P.E.          Senior Engineer  <b>Metropolitan Sewer District of Greater Cincinnati</b>          1600 Gest Street          Cincinnati, OH 45204          513.244.1351  <a href="mailto:Steven.parker@cincinnati-oh.gov">Steven.parker@cincinnati-oh.gov</a></p>
<p align="center">Mr. Greg Cassiere, R.S.  <b>Hamilton County General Health District</b>          250 William Howard Taft Road          2<sup>nd</sup> Floor          Cincinnati, OH 45219          513.946.7871  <a href="mailto:Greg.cassiere@hamilton-co.org">Greg.cassiere@hamilton-co.org</a></p>	<p align="center">Mr. Marcelo Alberto, PE, Geological Project Engineer  <b>Hamilton County Soil and Water Conservation District</b>          Earth Movement Division          29 Triangle Drive Suite 2901          Cincinnati, OH 45246          513.772.7645  <a href="mailto:Marcelo.alberto@hamilton-co.org">Marcelo.alberto@hamilton-co.org</a></p>
<p align="center">Mr. Jeff Newby P.E.  <b>Office of Hamilton County Engineer</b>          223 W. Galbraith Road          Cincinnati, OH 45215          513.946.8421  <a href="mailto:Jeff.Newby@hamilton-co.org">Jeff.Newby@hamilton-co.org</a></p>	<p align="center">Mr. Greg Smorey, CFM  <b>Hamilton County Public Works</b>          Special Flood Hazard Area Division          138 E. Court Street – Room 800          Cincinnati, OH 45202          513.946.4760  <a href="mailto:Greg.smorey@hamilton-co.org">Greg.smorey@hamilton-co.org</a></p>
<p align="center">Ms. Kelsey Keyes          Waterline Design Technician  <b>Hamilton County Public Works</b>          Water Supply Division          138 E. Court Street – Room 800          Cincinnati, OH 45202          513.946.4552  <a href="mailto:Kelsey.keyes@hamilton-co.org">Kelsey.keyes@hamilton-co.org</a></p>	<p align="center">Mr. Mohammad Islam PE, Civil Project Engineer  <b>Hamilton County Public Works</b>          Storm Water Drainage System Division          138 E. Court Street – Room 800          Cincinnati, OH 45202          513.946.4757  <a href="mailto:Mohammad.islam@hamilton-co.org">Mohammad.islam@hamilton-co.org</a></p>
<p align="center">Chief Rob Penny  <b>Sycamore Township Fire Chief</b>          8540 Kenwood Road          Sycamore Township, OH 45236          513.792.8562  <a href="mailto:rpenny@sycamoretownship.org">rpenny@sycamoretownship.org</a></p>	<p align="center">Mr. Tracy Kellums  <b>Sycamore Township Superintendent</b>          8540 Kenwood Road          Sycamore Township, OH 45236          513.792.8562  <a href="mailto:tkellums@sycamoretownship.org">tkellums@sycamoretownship.org</a></p>
<p align="center">Chris Bass  <b>Ohio Department of Transportation</b>          ODOT District 8 Permit Technician/Inspector          505 South State Route 741          Lebanon, Ohio 45036          513.933.6577  <a href="mailto:chris.bass@dot.ohio.gov">chris.bass@dot.ohio.gov</a></p>	<p align="center">Ben Poole EIT          Project Engineer  <b>Hamilton County Planning &amp; Development</b>          Stormwater &amp; Infrastructure          138 E. Court Street RM 800          Cincinnati Ohio 45202          513.946.4753  <a href="mailto:ben.poole@hamilton-co.org">ben.poole@hamilton-co.org</a></p>

SYCAMORE TOWNSHIP, OH
DEPARTMENT OF PLANNING & ZONING
8540 KENWOOD ROAD, CINCINNATI, OH 45236

513.792.7250 PHONE 513.792.8564 FAX

ZONING COMMISSION APPLICATION

Table with 2 columns: Fee Description, Amount. Rows include ZONE CHANGE, PUD I, PUD II, LASR, MINOR ADJUSTMENT TO A PUD, MAJOR ADJUSTMENT TO A PUD, MINOR ADJUSTMENT TO LASR, MAJOR ADJUSTMENT TO LASR.

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

APPLICATION NUMBER

DO NOT WRITE IN THIS SPACE

1. PROJECT ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Table with 6 columns: NAME, STREET ADDRESS, CITY, ST, ZIP, PHONE NUMBER. Rows for OWNER, CONTRACTOR, DESIGNER, APPLICANT, APPLICANTS E-MAIL ADDRESS.

3. ZONING COMMISSION ACTION REQUESTED:
ZONE CHANGE FROM ZONE TO ZONE
PUD I PUD II LASR
MAJOR ADJUSTMENT TO A PUD MINOR ADJUSTMENT TO A PUD
MAJOR ADJUSTMENT TO A LASR MINOR ADJUSTMENT TO A LASR

4. STATE IN DETAIL ALL EXISTING & PROPOSED USES OF THIS BUILDING OR PREMISES:
\_\_\_\_\_
\_\_\_\_\_

5. SQUARE FEET: \_\_\_\_\_ 6. USE: \_\_\_\_\_ 7. HEIGHT: \_\_\_\_\_
8. EST. START DATE: \_\_\_\_\_ 9. EST. FINISH DATE: \_\_\_\_\_ 10. # OF SIGNS: \_\_\_\_\_

THE DEPARTMENT OF PLANNING & ZONING IS DEDICATED TO THE CONTINUING PROSPERITY OF SYCAMORE TOWNSHIP. WE PROMOTE HIGH STANDARDS FOR DEVELOPMENT AND QUALITY PROJECTS. WE LOOK FORWARD TO SERVING OUR CITIZENS AND BUSINESS COMMUNITY TO MAKE SYCAMORE TOWNSHIP THE BEST IT CAN BE.

The owner of this project and undersigned do hereby certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. The applicant and owner of the real property agree to grant Sycamore Township access to the property for review and inspection related to this Zoning Commission application.

NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_
PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Sycamore Township Zoning Commission  
 Schedule of Meeting Dates/Deadlines  
 For PUD's / Modifications to PUD's, LASR Plans & Zone Changes\*  
 2021

*All submissions must be made by 12 noon local time on the date listed below.*

<p><b>JANUARY</b></p> <p>Deadline: 12/21/2020            Legal Ad/Notice: 12/31/2020  <b>ZC Meeting: 01/11/2021</b></p>	<p><b>JULY</b></p> <p>Deadline: 06/21/2021            Legal Ad/Notice: 07/02/2021  <b>ZC Meeting: 07/12/2021</b></p>
<p><b>FEBRUARY</b></p> <p>Deadline: 01/19/2021            Legal Ad/Notice: 01/29/2021  <b>ZC Meeting: 02/08/2021</b></p>	<p><b>AUGUST</b></p> <p>Deadline: 07/19/2021            Legal Ad/Notice: 07/30/2021  <b>ZC Meeting: 08/09/2021</b></p>
<p><b>MARCH</b></p> <p>Deadline: 02/16/2021            Legal Ad/Notice: 02/26/2021  <b>ZC Meeting: 03/08/2021</b></p>	<p><b>SEPTEMBER</b></p> <p>Deadline: 08/23/2021            Legal Ad/Notice: 09/03/2021  <b>ZC Meeting: 09/13/2021</b></p>
<p><b>APRIL</b></p> <p>Deadline: 03/22/2021            Legal Ad/Notice: 04/02/2021  <b>ZC Meeting: 04/12/2021</b></p>	<p><b>OCTOBER</b></p> <p>Deadline: 09/20/2021            Legal Ad/Notice: 10/01/2021  <b>ZC Meeting: 10/12/2021**</b></p>
<p><b>MAY</b></p> <p>Deadline: 04/19/2021            Legal Ad/Notice: 04/30/2021  <b>ZC Meeting: 05/10/2021</b></p>	<p><b>NOVEMBER</b></p> <p>Deadline: 10/18/2021            Legal Ad/Notice: 10/29/2021  <b>ZC Meeting: 11/08/2021</b></p>
<p><b>JUNE</b></p> <p>Deadline: 05/24/2021            Legal Ad/Notice: 06/04/2021  <b>ZC Meeting: 06/14/2021</b></p>	<p><b>DECEMBER</b></p> <p>Deadline: 11/22/2021            Legal Ad/Notice: 12/03/2021  <b>ZC Meeting: 12/13/2021</b></p>

*\*Please note, Zone Change applications require an Open House prior to official submittal. Conceptual drawings must be provided to the Township a minimum 14 days prior to the Open House.*

*\*\*Tuesday meeting due to a holiday on Monday*