

LASR (LOCALIZED ALTERNATIVE SIGN REGULATIONS)

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.

LASR APPLICATION COMPLETENESS CHECKLIST

- 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



Planning & Zoning Department
 8540 Kenwood Road
 Sycamore Township, OH 45236
 Phone (513) 792-7250
www.sycamoretownship.org

The applicant is responsible for submitting their entire plans for comments and review to the following agencies. The comments made by each agency shall be forwarded to the Township before 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 REVIEWS.**

<p>Rick Roell Greater Cincinnati Water Works Engineering Division 4747 Spring Grove Avenue Cincinnati, Oh 45232-7858 513.591.7858 richard.roell@gcww.cincinnati-oh.gov</p>	<p>Steven G. Parker, P.E., Senior Engineer Metropolitan Sewer District of Greater Cincinnati 1600 Gest Street Cincinnati, OH 45204 513.244.1351 Steven.parker@cincinnati-oh.gov</p>
<p>Greg Cassiere, R.S. Hamilton County General Health District 250 William Howard Taft Road 2nd Floor Cincinnati, OH 45219 513.946.7871 Greg.cassiere@hamilton-co.org</p>	<p>Marcelo Alberto, PE, Geological Project Engineer Hamilton County Soil and Water Conservation District Earth Movement Division 29 Triangle Drive Suite 2901 Cincinnati, OH 45246 513.772.7645 Marcelo.alberto@hamilton-co.org</p>
<p>Jeff Newby P.E. Office of Hamilton County Engineer 223 W. Galbraith Road Cincinnati, OH 45215 513.946.8421 Jeff.Newby@hamilton-co.org</p>	<p>Olivia Maltry, Project Engineer Hamilton County Public Works Storm Water & Infrastructure 138 E. Court Street – Room 800 Cincinnati, OH 45202 513.946.4760 Olivia.Maltry@hamilton-co.org</p>
<p>Robert Mangold, Waterline Design Technician Hamilton County Public Works Water Supply Division 138 E. Court Street – Room 800 Cincinnati, OH 45202 513.946.4552 robert.mangold@hamilton-co.org</p>	<p>Mohammad Islam PE, Civil Project Engineer Hamilton County Public Works Storm Water Drainage System Division 138 E. Court Street – Room 800 Cincinnati, OH 45202 513.946-4757 Mohammad.islam@hamilton-co.org</p>
<p>Chief Rob Penny Sycamore Township Fire Chief 8540 Kenwood Road Sycamore Township, OH 45236 513.792.8562 rpenny@sycamoretownship.org</p>	<p>Steve Reutelshofer Sycamore Township Superintendent 8540 Kenwood Road Sycamore Township, OH 45236 513.792.7258 sreutelshofer@sycamoretownship.org</p>
<p>Chris Bass Ohio Department of Transportation ODOT District 8 Permit Technician/Inspector 505 South State Route 741 Lebanon, Ohio 45036 513-933-6577 chris.bass@dot.ohio.gov</p>	<p>Ben Poole EIT, Project Engineer Hamilton County Planning & Development Stormwater & Infrastructure 138 E. Court Street RM 800 Cincinnati Ohio 45202 513.946.4753 ben.poole@hamilton-co.org</p>



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2022 Zoning Commission

Schedule of Meeting Dates / Meeting begins at 6:00 PM / Deadlines for Zoning Commission
ALL SUBMISSIONS MUST BE MADE BY 12:00 PM (NOON) LOCAL TIME ON THE DATE LISTED BELOW

JANUARY		JULY	
DEADLINE FOR SUBMITTAL:	12/17/2021	DEADLINE FOR SUBMITTAL:	06/20/2022
LEGAL AD NOTICE:	12/24/2021	LEGAL AD NOTICE:	06/27/2022
Z/C MEETING:	01/10/2022	Z/C MEETING:	07/11/2022
FEBRUARY		AUGUST	
DEADLINE FOR SUBMITTAL:	01/24/2022	DEADLINE FOR SUBMITTAL:	07/18/2022
LEGAL AD NOTICE:	01/31/2022	LEGAL AD NOTICE:	07/25/2022
Z/C MEETING:	02/14/2022	Z/C MEETING:	08/08/2022
MARCH		SEPTEMBER	
DEADLINE FOR SUBMITTAL:	02/18/2022	DEADLINE FOR SUBMITTAL:	08/19/2022
LEGAL AD NOTICE:	02/28/2022	LEGAL AD NOTICE:	08/26/2022
Z/C MEETING:	03/14/2022	Z/C MEETING:	09/12/2022
APRIL		OCTOBER	
DEADLINE FOR SUBMITTAL:	03/21/2022	DEADLINE FOR SUBMITTAL:	09/19/2022
LEGAL AD NOTICE:	03/28/2022	LEGAL AD NOTICE:	09/26/2022
Z/C MEETING:	04/11/2022	Z/C MEETING:	10/11/2022*
MAY		NOVEMBER	
DEADLINE FOR SUBMITTAL:	04/18/2022	DEADLINE FOR SUBMITTAL:	10/24/2022
LEGAL AD NOTICE:	04/25/2022	LEGAL AD NOTICE:	10/31/2022
Z/C MEETING:	05/09/2022	Z/C MEETING:	11/14/2022
JUNE		DECEMBER	
DEADLINE FOR SUBMITTAL:	05/20/2022	DEADLINE FOR SUBMITTAL:	11/17/2022
LEGAL AD NOTICE:	05/27/2022	LEGAL AD NOTICE:	11/28/2022
Z/C MEETING:	06/13/2022	Z/C MEETING:	12/12/2022

** PLEASE NOTE: ZONE CHANGE APPLICATIONS REQUIRE AN OPEN HOUSE PRIOR TO OFFICIAL SUBMITTAL. CONCEPTUAL DRAWINGS MUST BE PROVIDED TO THE TOWNSHIP A MINIMUM OF 14 DAYS PRIOR TO THE OPEN HOUSE.

* MONDAY MEETING MOVED TO TUESDAY DUE TO HOLIDAY