

## **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 Township-controlled zoning, in which the Township's elected officials, the Trustees, would make final zoning decisions. For any PUD case, first, the Sycamore Township Zoning Commission would hear the case. The Zoning Commission is a commission of five Township residents appointed by the Trustees. Related to LASR's, the Township Zoning Commission hears the case and renders a final decision.



**WHAT IS A LASR?** Sycamore Township has unique large-scale developments. The purpose of a LASR is to allow for the creation of special signage for large-scale land uses, such as shopping centers, office parks, large institutions, medical centers, or other uses having multiple buildings.

**HOW DOES ONE APPLY FOR A LASR OR A LASR MODIFICATION?** A LASR or LASR modification may be applied for only after: 1. The Planning & Zoning Department has declined to issue a zoning certificate; 2. A pre-application meeting with Township staff has occurred with the applicant. Following the staff pre-application meeting, 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 deadline date outlined.

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

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

The applicant is required to meet with the Township Planning & Zoning Administrator to discuss the proposal and the process. During this pre-application meeting, the Township will provide the application materials and information for any approved plans for the surrounding area. The pre-application meeting may occur in person or via digital means.

#### *2. Submission*

Should the applicant choose to proceed with the process, after a pre-application meeting has occurred with staff, all required drawings, fees, the application, and letters must be submitted by the date outlined. The applicant is responsible for distributing plans to outside agencies for review and comment.

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

The applicant and the Planning & Zoning Department present the case before the board. The Township will provide all presentation materials and graphics via a computer presentation. Comments from the surrounding property owners may be heard at this time. The Zoning Commission will hear the case and render a decision.

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

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

## **LASR APPLICATION COMPLETENESS CHECKLIST**

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A full digital set of all materials shall be provided.

The application shall be provided.

The letter of intent shall be provided.

For plans, two 24"x36" sets of all plans shall be provided.

For plans, one 11"x17" set of all plans shall be provided.

All plans must be professional plans – hand-drawn plans will not be accepted.

- ☐ **1. Letter of Intent:**
- ☐ a. A description of the proposed rezoning of the premises
- ☐ b. The size of the area involved
- ☐ c. A description of proposed use (for land or building)
- ☐ 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 zoning classification or to make the property appropriate for the proposed use
    - 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:**
    - 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)
  - **3. Existing Features:**
    - a. Location of existing signage on the subject site
  - **4. Proposed Features:**
    - 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
  - **6. Preliminary Grading Plan:** The applicant is required to submit 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 rights-of-way.
  - **7. Plan-Color/Presentation Copy** – The color proposed development plan shall not be mounted and will be kept as part of the file.
  - **8. Architectural Graphics:**
    - 1. elevations
    - 2. cross sections

ZONING COMMISSION APPLICATION			
ZONE CHANGE	\$1000	MINOR ADJUSTMENT TO A PUD	\$200
PUD I	\$1000	MAJOR ADJUSTMENT TO A PUD	\$1000
PUD II	\$1000	MINOR ADJUSTMENT TO A LASR	\$200
LASR	\$1000	MAJOR ADJUSTMENT TO A LASR	\$1000
THERE SHALL BE NO REFUND OR PART THEREOF ONCE PUBLIC NOTICE HAS BEEN GIVEN			

APPLICATION NUMBER
DO NOT WRITE IN THIS SPACE

SycamoreTownship.org



Planning & Zoning Department  
8540 Kenwood Road  
Sycamore Township, Ohio 45236  
Phone: (513) 792-7250

PROJECT ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NAME	STREET ADDRESS	ZIP	EMAIL	PHONE NUMBER
APPLICANT				
PROPERTY OWNER				
DESIGN PROFESSIONAL				
CONTRACTOR				

ZONING COMMISSION ACTION REQUESTED:

- ☐ ZONE CHANGE
- FROM ZONE \_\_\_\_\_ TO ZONE \_\_\_\_\_
- ☐ PUD
- ☐ PUD 2
- ☐ LASR (LOCALIZED ALTERNATIVE SIGN ALTERNATIVE)
- ☐ MAJOR ADJUSTMENT TO A PUD
- ☐ MINOR ADJUSTMENT TO A PUD
- ☐ MAJOR ADJUSTMENT TO A LASR
- ☐ MINOR ADJUSTMENT TO A LASR

STATE IN DETAIL ALL EXISTING & PROPOSED USES OF THIS BUILDING OR PREMISES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SQUARE FEET: \_\_\_\_\_ USE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED FINISH DATE: \_\_\_\_\_ NUMBER OF SIGN(S): \_\_\_\_\_

THE PLANNING & ZONING DEPARTMENT IS DEDICATED TO THE CONTINUING PROSPERITY OF SYCAMORE TOWNSHIP. THROUGH THE ZONING RESOLUTION, THE TOWNSHIP PROMOTES A HIGH STANDARD FOR RESIDENTIAL AND COMMERCIAL LAND USE AND DEVELOPMENT. WE LOOK FORWARD TO SERVING OUR RESIDENTS 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. By signing, the owner of this project is aware that there shall be no refund or part thereof once Zoning Commission public notice has been given.

APPLICANT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE NOTE:**  
**SUBMITTING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.**

PROPERTY OWNER’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## 2024 Zoning Commission



Planning & Zoning Department

8540 Kenwood Road

Sycamore Township, OH 45236

Phone (513) 792-7250

[www.sycamoretownship.org](http://www.sycamoretownship.org)

### Schedule of Meeting Dates / Deadlines for Zoning Commission

All meetings being at 6:00 PM unless otherwise noted

**ALL SUBMISSIONS MUST BE MADE BY 3:00 PM ON THE DEADLINE DATE LISTED BELOW**

#### JANUARY

DEADLINE FOR SUBMITTAL:	12/01/2023
ZC MEETING:	01/08/2024

#### JULY

DEADLINE FOR SUBMITTAL:	06/07/2024
ZC MEETING:	07/08/2024

#### FEBRUARY

DEADLINE FOR SUBMITTAL:	01/05/2024
ZC MEETING:	02/12/2024

#### AUGUST

DEADLINE FOR SUBMITTAL:	07/09/2024*
ZC MEETING:	08/12/2024

#### MARCH

DEADLINE FOR SUBMITTAL:	02/02/2024
ZC MEETING:	03/11/2024

#### SEPTEMBER

DEADLINE FOR SUBMITTAL:	08/02/2024
ZC MEETING:	09/09/2024

#### APRIL

DEADLINE FOR SUBMITTAL:	03/01/2024
ZC MEETING:	04/08/2024

#### OCTOBER

DEADLINE FOR SUBMITTAL:	09/06/2024
ZC MEETING:	10/17/2024*

#### MAY

DEADLINE FOR SUBMITTAL:	04/05/2024
ZC MEETING:	05/13/2024

#### NOVEMBER

DEADLINE FOR SUBMITTAL:	10/04/2024
ZC MEETING:	11/14/2024*

#### JUNE

DEADLINE FOR SUBMITTAL:	05/03/2024
ZC MEETING:	06/10/2024

#### DECEMBER

DEADLINE FOR SUBMITTAL:	11/01/2024
ZC MEETING:	12/09/2024

\*\* 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 THURSDAY DUE TO HOLIDAY