

## **ZONE CHANGES**

---

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 recommendations to the Trustees on all Township issues such as Zone Changes, Planned Unit Developments, PUD Amendments, LASR's 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 ZONE CHANGE?** A zone change is a change from one property use to another. (i.e. a residential use to a retail use)

**HOW DO I APPLY FOR A ZONE CHANGE?** An application for a Zone Change will be accepted 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 ZONE CHANGE PROCESS?**

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

The applicant is encouraged to meet with the Township to discuss the proposal. During this meeting, the Township will provide access and information to any approved plans for the surrounding area.

#### ***2. Open House***

If the applicant chooses to move forward with the proposal, an open house with the surrounding property owners is scheduled. The applicant is responsible for providing conceptual drawings to present to the public in an open house style meeting. No fees are due at this time. Concept plans are required 14 days in advance of any public open house.

#### ***3. Submission***

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

#### ***4. 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. The Commission will make a recommendation to the Township

Trustees. Comments from surrounding property owners may be heard at this time.

***5. Sycamore Township Board of Trustees***

The applicant and the Planning and Zoning Department present the case before the Board of Trustees. The Township will provide all presentation materials and graphics in a power point presentation. During this hearing, comments from surrounding property owners may again be heard. A majority vote by the Board of Trustees is required to overturn an approval or disapproval of the Sycamore Township Zoning Commission decision.

***6. Thirty (30) Day Referendum/Appeal Period***

Any decision made by the Township Board of Trustees on a zoning amendment 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.

---

---

## **ZONE CHANGE APPLICATION COMPLETENESS CHECKLIST**

---

- 1. Metes and Bounds Description – Submit (8) copies containing 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 developed is a complete, proper and legal description thereof.
  
- 2. Letter of Intent – Submit (8) typed copies addressed to the Board containing the following information:**
  - 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
  
- 3. 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 site and within 200 feet of exterior boundary of the subject tract, and the last name of the owners within 200 feet
  - b. Metes and bounds and dimensions of subject property and area contained therein (in acres)
  - c. Existing zone districts (shown in dashed lines with heavier line weight than property lines) and zone designations (for site and adjacent areas)
  - d. Title, Scale and North arrow (North shall be at the top of the plat)
  - e. Area of proposed rezoning indicated by crosshatching or shading
  - f. Street names and right-of-way lines with line weight heavier than property lines
  - g. Distance from subject property to nearest street intersection and or section corner
  - h. Proposed zone district lines shall extend to the centerline of all dedicated streets; and
  - i. Surveyor's stamp
  
- 4. Existing Features – Submit (7) copies in 11x17 formats, (1) copy in 24x36 format and (1) electronic file containing the following information:**
  - a. Existing property lines, right-of-way and utility easements for the entire tract and each parcel involved
  - b. Location of existing zone boundaries and up to 200 feet outside the subject site
  - c. Existing contour lines (dashed) at ten foot intervals or less and including 200 feet beyond to determine storm drainage. Indicate sources and date of data
  - d. Existing trees and shrubs
  - e. Location of watercourses and areas subject to 50 year flood and 100 year flood (indicate source)
  - f. the use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features (indicate structures to be demolished in dashed lines)

**5. Proposed Features – Submit (7) copies in 11x17 formats, (2) copies in 24x36 formats 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:
  - 01. proposed use of all facilities
  - 02. floor area including basements (if non-residential)
  - 03. number of dwelling units
  - 04. parking spaces required; parking spaces provided
  - 05. seating capacity (where appropriate)
  - 06. impervious surface ratio
- f. Perimeter boundary of subject site (excluding right-of-way)
- g. Metes and bounds and dimensions of requested zone change area
- h. The general location and use of all proposed structures on the subject site including buildings, recreation facilities, parking facilities, trash stations, dumpsters, fences, walls, sidewalks, curbs, mechanicals, etc.
- i. Location and dimensions of future building additions and phases of implantation if contemplated
- j. Location and dimensions of proposed off-street parking. Show individual parking spaces, loading areas, aisles, and traffic patterns, driveways for ingress and egress and type of pavement
- k. Specify front, side and rear yard setbacks of structures and parking areas (indicate if at variance with Zoning Resolution)
- l. Generalized location of anticipated earthwork
- m. Location and Dimensions of proposed streetscape buffer, boundary buffer and interior parking lot landscaping,
- n. Construction limits (area to remain undisturbed); location of existing trees and shrubs that will remain and their appropriate diameter or form of canopies
- o. Location, dimension, and number (including heights and sq. ft.) of all signs, location and general type of exterior lighting (including height, cut-off angle)
- p. Location and details of proposed traffic improvements such as acceleration and deceleration lanes, channelization, etc.
- q. Location and dimensions of right-of-ways, easements and all land to be dedicated to the Township, County or reserved for specific uses
- r. Typical sections of all right-of-ways
- s. Location of proposed retention and detention basins and storm water management

**6. Preliminary Grading Plan** – The applicant is required to submit (7) copies in 11x17 formats, (1) copy in 24x36 format and (1) electronic file containing 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 right-of ways.

**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:

- 01. elevations
- 02. cross Sections
- 03. typical floor

**SYCAMORE TOWNSHIP, OH**  
DEPARTMENT OF PLANNING & ZONING  
8540 KENWOOD ROAD, CINCINNATI, OH 45236  
513.792.7250 PHONE 513.792.8571 FAX

**ZONING COMMISSION APPLICATION**

**FEES:**

ZONE CHANGE	\$1,000	MINOR ADJUSTMENT TO A PUD	\$200
PUD I	\$1,000	MAJOR ADJUSTMENT TO A PUD	\$1,000
PUD II	\$1,200	MINOR ADJUSTMENT TO LASR	\$200
LASR	\$1,000	MAJOR ADJUSTMENT TO LASR	\$1,000

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:** \_\_\_\_\_

2. NAME	STREET ADDRESS	CITY	ST	ZIP	PHONE NUMBER
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



**Planning & Zoning Department**  
 8540 Kenwood Road  
 Sycamore Township, OH 45236  
 Phone (513) 792-7250  
[www.sycamoretownship.org](http://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  <b>Greater Cincinnati Water Works</b>        Engineering Division        4747 Spring Grove Avenue        Cincinnati, Oh 45232-7858        513.591.7858  <a href="mailto:richard.roell@gcww.cincinnati-oh.gov">richard.roell@gcww.cincinnati-oh.gov</a></p>	<p>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>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>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>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>Olivia Maltry, Project Engineer  <b>Hamilton County Public Works</b>        Storm Water &amp; Infrastructure        138 E. Court Street – Room 800        Cincinnati, OH 45202        513.946.4760  <a href="mailto:Olivia.Maltry@hamilton-co.org">Olivia.Maltry@hamilton-co.org</a></p>
<p>Robert Mangold, 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:robert.mangold@hamilton-co.org">robert.mangold@hamilton-co.org</a></p>	<p>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>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>Steve Reutelshofer  <b>Sycamore Township Superintendent</b>        8540 Kenwood Road        Sycamore Township, OH 45236        513.792.7258  <a href="mailto:sreutelshofer@sycamoretownship.org">sreutelshofer@sycamoretownship.org</a></p>
<p>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>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>



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

**2023 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 LOCAL TIME ON THE DEADLINE DATE LISTED BELOW***

JANUARY		JULY	
DEADLINE FOR SUBMITTAL:	12/08/2022	DEADLINE FOR SUBMITTAL:	06/08/2023
LEGAL AD NOTICE:	12/15/2022	LEGAL AD NOTICE:	06/15/2023
Z/C MEETING:	01/09/2023	Z/C MEETING:	07/10/2023
FEBRUARY		AUGUST	
DEADLINE FOR SUBMITTAL:	01/13/2023	DEADLINE FOR SUBMITTAL:	07/17/2023
LEGAL AD NOTICE:	01/23/2023	LEGAL AD NOTICE:	07/24/2023
Z/C MEETING:	02/13/2023	Z/C MEETING:	08/14/2023
MARCH		SEPTEMBER	
DEADLINE FOR SUBMITTAL:	02/10/2023	DEADLINE FOR SUBMITTAL:	08/11/2023
LEGAL AD NOTICE:	02/17/2023	LEGAL AD NOTICE:	08/18/2023
Z/C MEETING:	03/13/2023	Z/C MEETING:	09/11/2023
APRIL		OCTOBER	
DEADLINE FOR SUBMITTAL:	03/13/2023	DEADLINE FOR SUBMITTAL:	09/11/2023
LEGAL AD NOTICE:	03/20/2023	LEGAL AD NOTICE:	09/18/2023
Z/C MEETING:	04/10/2023	Z/C MEETING:	10/10/2023*
MAY		NOVEMBER	
DEADLINE FOR SUBMITTAL:	04/10/2023	DEADLINE FOR SUBMITTAL:	10/13/2023
LEGAL AD NOTICE:	04/17/2023	LEGAL AD NOTICE:	10/20/2023
Z/C MEETING:	05/08/2023	Z/C MEETING:	11/13/2023
JUNE		DECEMBER	
DEADLINE FOR SUBMITTAL:	05/12/2023	DEADLINE FOR SUBMITTAL:	11/08/2023
LEGAL AD NOTICE:	05/19/2023	LEGAL AD NOTICE:	11/16/2023
Z/C MEETING:	06/12/2023	Z/C MEETING:	12/11/2023

\*\* 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