

ZONE CHANGES



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. On Township land use and site arrangement matters, such as a zone change, the Zoning Commission makes a recommendation to the Trustees. At a separate meeting, the Trustees then hear the case and render a decision.

Related to future land use, the Township maintains a [Township Land Use Plan](#). From the land use plan, the following maps discuss future land use: Figure 3-4 – [Future Land Use – Sycamore North](#); Figure 3-5 – [Future Land Use – Sycamore South](#); Figure 3-6 – [Future Land Use – Sycamore West](#).

WHAT IS A ZONE CHANGE? A zone change is a change of land use from one property use to another.

HOW DOES ONE APPLY FOR A ZONE CHANGE? An application for a Zone Change will be accepted 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 ZONE CHANGE 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. Open House

If the applicant chooses to move forward with the proposal, an open house with the surrounding property owners must be scheduled, as required by the zoning resolution. The applicant is responsible for providing conceptual drawings to present to the public in an open house-style meeting. Concept plans are required 14 days in advance of any public open house.

4. 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. 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 computer presentation. During this hearing, comments from surrounding property owners may again be heard. The Board of Trustees will vote on the approval or disapproval of the proposal.

6. Thirty (30) Day Referendum/Appeal Period

Any binding decision made by the Board of Trustees is a legislative act and is not official until a period of 30 days has passed. During that time, any decision made by the Township Board of Trustees would not be subject to a judicial appeal, but a referendum.

ZONE CHANGE APPLICATION COMPLETENESS CHECKLIST

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.

- ☐ **1. Metes and Bounds Description:**
 - ☐ 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:**
 - ☐ 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:**
 - ☐ 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:**
 - ☐ 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:

- ☐ 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. proposed use of all facilities
 - ☐ 2. floor area including basements (if non-residential)
 - ☐ 3. number of dwelling units
 - ☐ 4. parking spaces required; parking spaces provided
 - ☐ 5. seating capacity (where appropriate)
 - ☐ 6. 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 stormwater management

- ☐ **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
- ☐ 3. typical floor(s)

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

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