



SPECIAL PERMIT & REZONING APPLICATION
DIVISION OF BUILDING AND ZONING

360 S. Yearling Road
Whitehall, Ohio 43213

PHONE: 614-237-8612
FAX: 614-338-3119

INFORMATION

STEP 1: The attached application must be filed with the Director of Public Service {Section 1124.06(c)} at the Municipal Building, 360 South Yearling Road, between the hours of 8:30 AM and 4:30 PM weekdays. At the time the application is filed, there shall be deposited a fee based on the following scale:

One acre or less	\$150.00
1 acre, less than 3 acres	\$225.00
3 acres, but less than 5 acres	\$300.00
5 acres or more	\$600.00

The application must be completed in full and the following items must be submitted with the application:

- A. Twenty (20) copies of a Site Plan showing the proposed development of the property drawn to scale and meeting the requirements of the checklist attached hereto, as required by Section 1129.02. **Plans should be folded and not rolled.**
- B. A description of the architectural character and use of the proposed facility. If development is phased, a master plan and timetable for the total development of the property shall be submitted with the application. {See Section 1129.02(f).}
- C. A legal description of the property. If this is a metes and bounds description, the applicant shall furnish, at his/her own cost, a statement and a plot plan

from a duly licensed surveyor or a licensed professional civil engineer verifying the correctness of the description and plot plan. {See Section 1129.02.}

- D. A complete list of all property owners contiguous to and directly across the street from any part of the subject property including their mailing addresses taken from the County Auditor's tax list and the Treasurer's mailing list. {See Section 1129.03.}
- E. Any additional information, such as photographs, that would be beneficial in presenting the case. {See Section 1129.02(g).}
- F. A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent properties and with the comprehensive plan, to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes and vibration. {See Section 1124.06(c).}
- G. A Notary Public must attest to Applicant's signatures on Page 4 and Affidavit Form on Page 5. No witness required for Applicant's signature on Page 3.

INFORMATION – APPLICATIONS FOR REZONING OR SPECIAL PERMIT – cont'd

Note that the applicant will be responsible for the accuracy of all the information contained in the application. {See Section 1129.02(h) and 1129.03.}

STEP 2: The Service Director shall, within seven days, forward your application to the Clerk of Council {See Section 1124.06(c).} A copy of the application will then be provided to the City Attorney for preparation of an accompanying Ordinance, which will then be placed on the Council Agenda for First Reading. At First Reading of the Ordinance the case is referred to the Planning Commission for recommendations and a Public Hearing is scheduled.

STEP 3: The Planning Commission shall study the matter and within a reasonable time {See Section 1124.06(f)} {Charter Section 53 states within sixty days after referral} report to Council regarding the effect of such proposed building or use upon the character of the neighborhood and upon traffic

conditions, public utility facilities and other matters pertaining to the public safety or general welfare and also report any and all recommendations concerning protective restrictions which may be deemed necessary.

STEP 4: The Public Hearing, notice of which must be published at least twenty (20) days beforehand {See Section 1124.06(g)} and notice by first class mail to all parties of interest at least ten days beforehand {See Section 1124.06(h)}, is held within thirty (30) days after receiving a recommendation from the Planning Commission {1124.06(i)} and the Ordinance receives its Third Reading.

STEP 5: Council shall take action as specified in Section 1124.06(i).}

GENERAL INFORMATION:

City Council meets on the first and third Tuesday of every month at 7:30 PM. The Planning Commission meets on the first Thursday of every month at 6:30 PM.

The entire procedure can be accomplished in 45 – 60 days or, worst case scenario, 90 days.

Zoning Code Booklets are available from the Clerk of Council at the cost of \$42.00 per copy.

ZACH WOODRUFF
DIRECTOR OF PUBLIC SERVICE
CITY OF WHITEHALL
360 S. YEARLING ROAD
WHITEHALL, OH 43213
(614) 237-8612

JULIE OGG
CLERK OF COUNCIL
(614) 237-8614

CITY OF WHITEHALL, OHIO

APPLICATION FORM – REZONING OR SPECIAL PERMIT

(See Part Eleven – Planning and Zoning Code, Codified Ordinances)

APPLICANT _____
ADDRESS _____

TELEPHONE _____

CASE No.	_____
ORD. No.	_____
FOR CITY USE ONLY	

Sec. 1 **Description of Property (Section 1129.02)**

- A. The following described property is that property for which a change or special permit is being requested:

Address of Property _____

Name of Subdivision _____

Legal Description: (If by metes and bounds, must be verified by licensed professional Civil Engineer or licensed surveyor).

- B. Number and type of buildings which now occupy property
(If none, state "none") _____.

Sec. 2 **Deed Restrictions (Protective Covenants)**

- A. Said property has the following Deed Restrictions affecting the use thereof:
(Attach a copy, if none, state "none") _____

_____.

- B. Said Deed Restrictions (have expired) (will expire) on the following date:

_____, _____.

Application Form – Rezoning or Special Permit – cont'd

Sec. 3 **Proposed Change:**

- A. Present Zoning Classification (Code Section) _____.
- B. Proposed Zoning Classification (Code Section) _____.
- C. Special Permit Requested (if applicable) (Code Section) _____.
- D. Variance since 1970 (Code Section) _____.
- E. Proposed Variances (Code Section) _____.
- F. Proposed Use of the property in detail _____

Sec. 4 **Supporting Documents**

- A. Twenty (20) sets of the Site Plan of this property that is hereto attached and made a part of this property description. The Site Plan specifications are outlined in Step 1. of this application.
- B. A list of names and mailing addresses of all owners, contiguous to and directly across the street from any part of the property proposed to be changed for all Rezoning and Special Permit Applications. This information should be listed separately on a sheet attached to the application.
- C. A description of the architectural character and proposed use of the property and/or facility. If the development is phased, a Master Plan and a timetable for the total development of the property must be submitted with the application. This information can be shown on the Site Plan or written separately on a sheet attached to the application.
- D. List any other supporting documents or exhibits which accompany this application (photographs, pamphlets, etc.) _____

- E. Affidavit Form – Certify that the names and addresses, as submitted are current as of the first date of publication of the Public Hearing Notice (Section 1129.03, Codified Ordinances).
(Check with the Clerk of Council on the date to file Affidavit Form.)

Application Form – Rezoning or Special Permit – cont'd

Sec. 5 **Ownership***

<u>NAME</u>	<u>ADDRESS</u>	<u>PER CENT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*If corporation, list names of all stockholders having more than 25% interest in the premises sought to be rezoned.

AUTHORIZATION

The City of Whitehall is hereby specifically authorized to erect Rezoning Signs required by the City Charter upon the property aforementioned pursuant to the provisions of Zoning Code Section 1129.15

Owner or Lessee

Application Form – Rezoning or Special Permit – cont'd

(**AUTHORIZATION** – cont'd.)

Attorney for Applicant:
(If any)

Attorney

Address

Telephone

.....
I do swear that the facts as appearing in the above Application for a Rezoning and/or Special Permit are true and correct.

Owner or Lessee

STATE OF OHIO)
) ss.
FRANKLIN COUNTY)

Sworn to and subscribed in my presence by _____
_____ this _____ day of _____,
20 _____.

Notary Public

Application Form – Rezoning or Special Permit – cont'd

NOTE: NOT TO BE FILED WITH THE APPLICATION; MUST BE FILED AFTER NOTIFICATION OF THE PUBLIC HEARING BY THE CLERK OF COUNCIL.

AFFIDAVIT

STATE OF OHIO)
) ss.
FRANKLIN COUNTY)

_____ being first duly sworn deposes and says that he is the applicant for a proposed Rezoning (or Special Permit) of certain property in the City of Whitehall, Ohio and more particularly described as follows, to-wit:

THAT THE APPLICATION FOR SUCH ZONING CLASSIFICATION CHANGE OR SPECIAL PERMIT HAS BEEN FILED with the Clerk of Council of the City of Whitehall pursuant to the requirements of the Zoning Code, and the City Charter and that such application includes the names and addresses of property owners contiguous to and directly across the street from such parcel or parcels sought to be rezoned or for a Special Permit taken from the County Auditor’s Tax List and the Treasurer’s Mailing List.

AFFIANT now being advised of notice of the Public Hearing to be held on this proposed change of Zoning (or Special Permit Use) has rechecked the names and addresses referred to above, does hereby certify that these names and addresses are current as of the first date of publication of the Notice of Public Hearing to be held on this proposed change in Zoning (or Special Permit Use) and no later than fifteen (15) days before the date of the Public Hearing, to-wit: _____, except as hereinafter noted.

FURTHER AFFIANT saith not.

Applicant

Sworn to and subscribed in my presence this _____ day of

_____, 20 ____.

Notary Public

TO BE COMPLETED BY CITY ZONING ADMINISTRATOR

CHECKLIST FOR SITE PLAN REQUIREMENTS
(Zoning Code Sec. 1129.02)

CASE NUMBER: _____ **ORDINANCE NUMBER:** _____

SITE ADDRESS: _____

NAME OF APPLICANT: _____

DATE OF REVIEW: _____ **NAME OF REVIEWER:** _____

1. Site plan prepared by registered architect or registered engineer? _____ Yes _____ No
- 1a. If no, is requirement waived by Director of Public Service? _____ Yes _____ No
2. Site plan drawn to the following scale? _____ Yes _____ No
- Up to 1 acre: 1" = 10'
 - 1 to 5 acres: 1" = 20'
 - 5 to 20 acres: 1" = 40'
 - 20 to 50 acres: 1" = 60'
 - 50 or more acres: 1" = 100'
3. The following shall be noted on the site plan:
- a) Total Acreage _____ Yes _____ No
 - b) Percentage of property covered by building(s) _____ Yes _____ No
 - c) Percentage of property covered by paving _____ Yes _____ No
 - d) Percentage of property covered by landscaped _____ Yes _____ No
 - e) Total number of parking spaces _____ Yes _____ No
4. The face of the drawing shall include the following:
- a) Size and location of existing and/or proposed buildings _____ Yes _____ No
 - b) Distance between buildings _____ Yes _____ No
 - c) Landscaping of the lot _____ Yes _____ No
 - d) Parking spaces _____ Yes _____ No
 - e) Existing and proposed curb cuts _____ Yes _____ No
 - f) Existing and proposed signs _____ Yes _____ No
 - g) Location of hydrants _____ Yes _____ No
 - h) Location and use of all properties contiguous to and directly across the street from the proposed facility _____ Yes _____ No
5. Description of the architectural character of the proposed facility _____ Yes _____ No