

DEVELOPMENT APPLICATION
CITY OF HUBER HEIGHTS



PLANNING DEPARTMENT

6131 Taylorsville Road **937.233.1423**
Huber Heights, Ohio 45424 **937.233.1272 (Fax)**

Application Number _____
Receipt Number _____

Date Filed _____
Amount Paid _____

TYPE OF ACTION REQUESTED

Check all that apply. Attach explanations & additional information as required.

- | | |
|---|--|
| <input type="checkbox"/> Annexation & Zoning (Attach original annexation petition to this application.) | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Annexation Agreement | <input checked="" type="checkbox"/> Combined Basic & Detailed Development Plan |
| <input type="checkbox"/> Rezoning to _____ | <input type="checkbox"/> Detailed Development Plan |
| <input type="checkbox"/> Special Use | <input type="checkbox"/> Major Change |
| <input type="checkbox"/> Variance from the Zoning Ordinance | <input type="checkbox"/> Minor Change |
| <input type="checkbox"/> Lot Split | <input type="checkbox"/> Other |
| <input type="checkbox"/> Final Plat/Replat | |
| <input type="checkbox"/> Preliminary Plat | |
| <input type="checkbox"/> Text Amendment | |
| <input type="checkbox"/> Zoning Ordinance | |
| <input type="checkbox"/> Subdivision Regulations | |
| <input type="checkbox"/> Other | |

APPLICANT INFORMATION

Identify the applicant & contact person on this page. Complete the attachment to list the owner(s) & other parties involved with the application.

	<u>APPLICANT</u>		<u>CONTACT PERSON</u>
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
	_____		_____
Phone	_____	Phone	_____
Fax	_____	Fax	_____
Email	_____	Email	_____

PROPERTY INFORMATION

Project Name: _____

Location of property: _____

Book _____ Page _____ Parcel Number(s) _____

Current Zoning: _____ Proposed Zoning: _____

Property Owner's Name: _____ Telephone: _____

Address: _____

Total acres included in this application: _____

Type of Development: Residential ___ Commercial ___ Office ___ Industrial ___ Other ___

Brief description of application request:

Applicant's status: Owner _____ Lessee _____ Purchaser _____ Agent _____

Name of Engineer: _____ Telephone: _____

Attach additional information as required. Please refer to the applicable application submittal checklist.

Applicant's Signature

Applicant's Signature:

Printed Name:

The owner of the property, if other than the applicant, must sign this application as evidence of concurrence with the rezoning request.

OWNER

Subscribed and sworn to before me this ____ day of _____, 20____.

NOTARY PUBLIC

BY THE ABOVE SIGNATURE, THE APPLICANT HEREBY ATTESTS TO THE TRUTH AND EXACTNESS OF ALL INFORMATION SUPPLIED AND SUBMITTED ON AND WITH THIS APPLICANT. BY THE ABOVE SIGNATURE, THE APPLICANT FURTHERMORE CONSENTS TO BE BOUND BY THIS APPLICATION, BY ANY AGREEMENT MADE BY THE APPLICANT OR ITS AGENT, AND BY ALL DECISIONS MADE BY THE CITY OF HUBER HEIGHTS RELATING TO AND IN CONNECTION WITH APPLICATION AND REQUESTS.

=====

Date Received _____ Fee Paid _____ Received by _____

ADDITIONAL CONTACT INFORMATION

PROPERTY OWNER
Name _____
Address _____

Phone _____
Fax _____
Email _____

AGENT
Name _____
Address _____

Phone _____
Fax _____
Email _____

ATTORNEY
Name _____
Address _____

Phone _____
Fax _____
Email _____

DEVELOPER
Name _____
Address _____

Phone _____
Fax _____
Email _____

LAND PLANNER
Name _____
Address _____

Phone _____
Fax _____
Email _____

ENGINEER
Name _____
Address _____

Phone _____
Fax _____
Email _____

LANDSCAPE ARCHITECT
Name _____
Address _____

Phone _____
Fax _____
Email _____

OTHER
Name _____
Address _____

Phone _____
Fax _____
Email _____

STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT
OR CERTAIN PROFESSIONAL COSTS AND EXPENSES

The Applicant is obligated by Ordinance 87-O-231 to pay the City of Huber Heights ("City") for all costs and expenses incurred by the City if this application or request causes the City to incur extra expenses for professional analysis or other services by persons or organizations not part of the full-time City staff.

The payment of expenses and costs referred to in this statement shall be made to the City of Huber Heights in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City. The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

_____	By: _____
Witness	Applicant's Signature
_____	Date: _____
Witness	Project: _____

The undersigned, owner(s) of the certain real property described in the attached Exhibit "A" (the "Property"), do hereby appoint and expressly grant full authority to _____ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached Development Application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Huber Heights in connection with this same case, and by all decisions made by the City in connection with this same case.

_____	_____
Owner's Signature	Owner's Signature
_____	_____
Printed Name	Printed Name

Sworn to before me and subscribed in my presence by the said
_____ on this _____ day of _____, 20_____.

Notary Public

COMBINED BASIC & DETAILED DEVELOPMENT PLAN
SUBMITTAL CHECKLIST
CITY OF HUBER HEIGHTS



PLANNING DEPARTMENT

1. Legal description of the subject property.
2. Mailing labels to be provided with the names and addresses of adjoining property owners within 200' of the development.
3. Eight (8) drawings 24" x 36" in size, and a pdf of all drawings to ghoskins@hhoh.org.
4. Basic Development site plans shall be scaled at 1" to 20', 1" to 40', or other scale acceptable to the City. Plans must show the following:
 - a. Property lines, right-of-way lines, and all easements of record.
 - b. Location of all abutting properties within 200' and a list of owners and addresses.
 - c. Location of all public and private utilities including local services on or adjacent to site.
 - d. Existing physical features, including structures, drives, adjacent roads and number of lanes, ditches, trees, wells, sanitary fields, etc.
 - e. Sizes, grades, and type of material for all existing gravity sewers, force mains, and appurtenances.
 - f. Existing elevations at property corners and other key locations (USGS datum).
 - g. Location of proposed structures, out buildings and/or other improvements, setback dimensions, landscaping or buffer strips, parking spaces, handicapped parking, type of ground surface, freestanding signs or lighting, underground tanks, detention ponds and approximate sizes of all facilities.
 - h. One (1) foot contour lines, swales, and other natural or man-made drainage facilities either on the property or in the streets and easements adjacent to the property. Direction of on-site overload flow and any changes in flow after proposed development.
 - i. Direction of drainage flow for all abutting properties together with location and direction of concentrated water volumes (downspouts, field tiles, etc.).
 - j. Proposed finished grades of all structures, ground elevations at all structure corners and tentative grades for all proposed driveways, swales, pipes, etc.
 - k. Traffic impact study prepared by a third-party professional.
 - l. Dedication of street to adopted right-of-way limits when required by thoroughfare plan.
 - m. Widening of roadways and inclusion of sidewalks when required by thoroughfare plan.
 - n. Storm water management plan and preliminary hydraulic calculations in accordance with Montgomery County, Ohio Standards.
5. Detailed Development site plans shall be scaled at 1" to 20', 1" to 40', or other scale acceptable to the City. Plans must show the following:

- a. North arrow.
- b. Measurements in feet to nearest hundredth.
- c. Show for conveyance:
 - i. Boundaries by length, by bearings in clockwise direction, by interior angles and by dimensions of radius, arc, and chord of curves. Show both measured and recorded figures if not in agreement. Show right-of-way line if not contiguous with property line.
 - ii. Area in acres.
 - iii. Label streets.
 - iv. Indicate types of corner markers used.
 - v. Dimension between property lines and;
 - 1. sidewalk
 - 2. curbs or paving
 - 3. centerline of street
 - 4. adjacent structure
 - vi. Names of owners of adjoining properties.
 - vii. Right-of-ways, easements, recorded and/or actual.
 - viii. Traffic impact study prepared by a third-party professional.
 - ix. Right-of-way widening (required by thoroughfare plan).
 - x. Building set back lines.
 - xi. If site is adjacent to limited access highway, indicate limited access right-of-way.
 - xii. Indicate recorded property lines if parcel is made up of two or more parcels.
- d. Topographical Information:
 - i. Structures, walks, curbs, street pavement, valve boxes, manholes, and catch basins.
 - ii. Location of nearest fire hydrant.
 - iii. Established bench mark as close to property as possible. (U.S.G.S.)
 - iv. Proposed street and right-of-way widening and elevations.
 - v. Elevation of ground surface at lot corners, at 20' contour intervals and at points where grade changes significantly on vacant parcels. Developed parcels need only to show elevations at lot corners and spot elevation to show drainage patterns.
 - vi. Foundation of existing building, if applicable.
 - vii. Indicate size and invert elevations of sanitary and storm sewers.
 - viii. Show location of water and gas services.
 - ix. Note if any utility is not available.
 - x. If utilities are not accessible at property line but can be obtained within a reasonable distance, indicate the most probable point of connection.
 - xi. If sanitary sewer is not available, indicate location for leach field system.
 - xii. If water is not available, indicate probable location for well.
 - xiii. Indicate approximate height of utility wires crossing property and nature and type of service, i.e., 240 three-phase, 208, 100, etc. Indicate distance to nearest transformer and location.
 - xiv. Indicate zoning of this property and properties on adjacent sides.
 - xv. Indicate if sprinkler system is required in work room, storeroom, or sales area.
- e. Finished Drawings:
 - i. All proposed construction: structures, walks, curbs, parking, loading areas, etc.
 - ii. All proposed utilities complete which includes water, sanitary, gas, electric, cablevision, and telephone services.
 - iii. All on site storm drainage and final grading plan including storm detention complete to Montgomery County, Ohio standards with calculations.
 - iv. Final detailed sign(s) location, including elevation above grade.
 - v. Landscape plan.

vi. Lighting plan with photometrics.

6. Listing of proposed uses.
7. Conceptual building elevations of proposed buildings indicating true colors and materials.
8. Other information as requested by the City.
9. Upon receipt of final review comments from the Planning Department, applicant shall submit eight (8) copies of the revised plans required in this check list, any other revised or amended documents, and a pdf of all drawings to ghoskins@hhoh.org at least one week prior to the date of the Planning Commission meeting.
10. Traffic impact studies.

**PLANNING COMMISSION
SCHEDULE OF MEETINGS & SUBMITTAL DEADLINES
BUSINESS YEAR 2020
(Meetings typically held on the 2nd & 4th Tuesdays)
6:00 P.M.**

Meeting Date:	Date for Submittal of Rezoning, Major Change, BDP, Special Use, DDP, Minor Change	Date for Submittal of Prel. & Final Subdiv., Replats	
January 14, 2020	December 20, 2019	December 27, 2019	
January 28, 2020	January 3, 2020	January 10, 2020	
February 11, 2020	January 17, 2020	January 24, 2020	
February 25, 2020	January 31, 2020	February 7, 2020	
March 10, 2020	February 14, 2020	February 21, 2020	
March 24, 2020	February 28, 2020	March 6, 2020	
April 14, 2020	March 20, 2020	March 27, 2020	
April 28, 2020	April 3, 2020	April 10, 2020	
May 12, 2020	April 17, 2020	April 24, 2020	
May 26, 2020	May 1, 2020	May 8, 2020	
June 9, 2020	May 15, 2020	May 22, 2020	
June 23, 2020	May 29, 2020	June 5, 2020	
July 14, 2020	June 19, 2020	June 26, 2020	
July 28, 2020	July 3, 2020	July 10, 2020	
August 11, 2020	July 17, 2020	July 24, 2020	
August 25, 2020	July 31, 2020	August 7, 2020	
September 15, 2020	August 21, 2020	August 28, 2020	
September 29, 2020	September 4, 2020	September 11, 2020	
October 13, 2020	September 18, 2020	September 25, 2020	
October 27, 2020	October 2, 2020	October 9, 2020	
November 10, 2020	October 16, 2020	October 23, 2020	
December 15, 2020	November 20, 2020	November 27, 2020	

FEE SCHEDULE - CITY OF HUBER HEIGHTS PLANNING & ZONING

ZONING

Accessory Building	\$ 30.00
Alteration (Exterior Only)	
Commercial/Residential	\$ 30.00
Carport	\$ 30.00
Commercial TV/Radio	\$ 100.00
Cellular / Co-Location	
Construction Trailer/Office	\$ 30.00
Festivals/Carnivals	\$ 30.00
Fireplace	\$ 30.00
Garage – Attached/Detached	\$ 30.00
Hot Tub	\$ 30.00
Mobile Food Vending	\$ 100.00
Outdoor Sales	\$ 100.00
Patio Cover / Pergola	\$ 30.00
Patio Enclosure	\$ 30.00
Pre-Sale Inspections	\$ 40.00
Pre-Sale Multi-Unit	\$ 20.00 per unit
Re-Inspection	\$ 20.00
(after 2nd inspect)	
Room Addition	\$ 30.00
Signs:	
Temporary Signs	\$ 25.00 /30 days (limit 3 per year)
Permanent Signs	\$ 30.00 + \$1.00 per sq. ft.
Storage Shed	\$ 30.00
Swimming Pool	\$ 30.00
Temporary Dumpster	\$ 30.00/60 days (limit 2 per year)
Temporary Storage	\$ 30.00/30 days (limit 3 per year)
Transfer of Responsibility	\$ 25.00
Transfer of Special Use	\$ 50.00
Zoning Compliance Certificate	\$ 50.00
BZA	\$ 75.00

STRUCTURES – NEW CONSTRUCTION:

Single Family Dwelling	\$ 150.00
Multiple Family Dwelling	\$ 75.00 per unit
Commercial, Industrial, & Public Structures	\$ 150.00 + \$ 50 per additional 1,000 sq. ft. over 5,000 sq. ft

PLANNING

Amendment to Zoning Ord	\$ 200.00
Appeal of Admin Decision	\$ 75.00
BZA (Variance)	\$ 75.00
Codified Ordinances	\$ 75.00
Basic Development Plan	\$ 500.00
Combined Development Plan	\$ 800.00 + \$25 per acre
Comprehensive Dev Plan	\$ 35.00
Detailed Development Plan	\$ 300.00 + \$25 per acre
Preliminary Plat	\$ 100.00
Final Plat	\$ 40.00 per acre
Replat	\$ 40.00 per acre
Lot Splits	\$ 50.00 per new lot created
Major Change to PUD	\$ 250.00
Minor Change to PUD	\$ 150.00
Rezoning	\$ 200.00
Special Use	\$ 150.00
Transfer of Special Use	\$ 50.00
Subdivision Regulations	\$ 10.00