

**DEVELOPMENT APPLICATION**  
**CITY OF HUBER HEIGHTS**



**PLANNING DEPARTMENT**

\*\*\*\*\*  
**6131 Taylorsville Road** **937.233.1423**  
**Huber Heights, Ohio 45424** **937.233.1272 (Fax)**  
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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 type="checkbox"/> Basic Development Plan               |
| <input type="checkbox"/> Rezoning to _____  | <input checked="" 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 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.

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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

**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](mailto:ghoskins@hhoh.org).
4. 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.
5. Other information as requested by the City.
6. Upon receipt of final review comments from the Planning Department, applicant shall submit eight (8) copies of the revised plans required in this checklist, any other revised or amended documents, and a pdf of all drawings to [ghoskins@hhoh.org](mailto:ghoskins@hhoh.org) at least one week prior to the date of the Planning Commission meeting.

# 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