

**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 type="checkbox"/> Detailed Development Plan |
| <input checked="" 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/Final Plat/Replat  | <input type="checkbox"/> Other                     |
| <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.

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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

**SPECIAL USE APPLICATION SUBMITTAL CHECKLIST**  
**CITY OF HUBER HEIGHTS**



**PLANNING DEPARTMENT**

- Application Map Containing:
  1. Plans depicting location and dimensions of all proposed drives, service access roads, sidewalks, curb openings, signs, exterior lighting, parking lot areas (show dimensions of a typical parking space), unloading areas, walls, fences and landscaping. Also, plans showing the actual shape and dimensions of the lot to be built upon or to be changed in its use together with the location of existing and proposed structures. In addition, typical elevation views of each type of building should be provided. Proposals containing residential units shall specify the number of housing units by size, type and respective location upon the plan. The plans must conform to standard requirements for drawings established by the City. **Eight copies of these plans must be submitted and a pdf to [ghoskins@hhoh.org](mailto:ghoskins@hhoh.org).**
  2. Proposed land uses, building design elevations, and/or other information sufficient to permit an understanding of the style of the development.
  3. Outline of lots and streets around subject property sufficient to identify location.
  4. Mailing labels with the names and addresses of all owners of property within 200' of proposed Special Use, referenced to the parcels shown on the Application Map.
  5. Current zoning of subject property and surrounding properties.
  
- Submit a statement explaining how and why the Special Use meets the following requirements.
  1. Is in fact a Special Use as established under the provisions of the zoning district involved?
  2. Will be harmonious with and in accordance with the general objectives, or with any specific objectives of the City of Huber Heights and/or the City Zoning Ordinance.
  3. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity that such use will not change the essential character of the same area.
  4. Will not be hazardous or disturbing to existing or future neighboring uses.

5. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service.
  6. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
  7. Will conform to all zoning regulations applicable in the district where located.
- Other information as requested by the City.
  - 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 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



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

<b>Meeting Date:</b>	<b>Date for Submittal of Rezoning, Major Change, BDP, Special Use, DDP, Minor Change</b>	<b>Date for Submittal of Prel. &amp; Final Subdiv., Replats</b>	
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	