

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



**PLANNING DEPARTMENT**

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**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 checked="" 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 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

**REZONING APPLICATION SUBMITTAL CHECKLIST**  
**CITY OF HUBER HEIGHTS**



**PLANNING DEPARTMENT**

- Submit a statement addressing the following items:
  1. What is the proposed disposition of any existing structures on the property?
  2. In what ways will the proposed rezoning and proposed use benefit the community or the surrounding area in terms of convenience, welfare, or other considerations?
  3. Are the proposed zoning districts and use compatible with surrounding uses?
  4. Is any data available to indicate a need for the proposed zoning district in this area?
  5. List any other reasons supporting the request for rezoning.
- Submit an application map containing the following information:
  1. Property for rezoning along with dimensions and distances necessary to define the limits of the proposed district.
  2. Outline of lots and streets around subject property sufficient to identify location.
  3. Mailing labels of the names and addresses of all owners of property within 200' of proposed property to be rezoned referenced to the parcels shown on the Application Map.
  4. Current zoning of subject property and surrounding properties.
  5. Any existing structures on subject property and dimensions to the property line.
  6. Eight (8) copies of these plans, and a pdf of all drawings to ghoskins@hhoh.org.
- Other information as requested by the City.

# 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