

DEVELOPMENT APPLICATION
CITY OF HUBER HEIGHTS



PLANNING DEPARTMENT

6151 Brandt Pike
Huber Heights, Ohio 45424

937.233.1423
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 type="checkbox"/> Basic 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 checked="" 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.

=====

Date Received _____ Fee Paid _____ Received by _____

ADDITIONAL CONTACT INFORMATION

PROPERTY OWNER

Name _____
Address _____

Phone _____
Fax _____
Email _____

ATTORNEY

Name _____
Address _____

Phone _____
Fax _____
Email _____

LAND PLANNER

Name _____
Address _____

Phone _____
Fax _____
Email _____

LANDSCAPE ARCHITECT

Name _____
Address _____

Phone _____
Fax _____
Email _____

AGENT

Name _____
Address _____

Phone _____
Fax _____
Email _____

DEVELOPER

Name _____
Address _____

Phone _____
Fax _____
Email _____

ENGINEER

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.

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

MINOR CHANGE SUBMITTAL CHECKLIST
CITY OF HUBER HEIGHTS



PLANNING DEPARTMENT

1. Submit a statement explaining how and why the Minor Change meets the following requirements.
 - a. Will be harmonious with and in accordance with the general objectives, or with any specific objectives of the City of Huber Heights.
 - b. 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.
 - c. Will not be hazardous or disturbing to existing or future neighboring uses.
 - d. Will conform to all zoning regulations applicable in the district where located.
 - e. Will not involve uses, activities, processes, material, 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.
2. Information typically required with the submission of a detailed development plan application applicable to the minor change request.
3. Other information as requested by the City.
4. 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 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