



**Planned Development Application
City of Dayton, Ohio**

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink and return this form with required attachments to: City of Dayton, Department of Planning and Community Development, 101 West Third Street, P.O. Box 22, Dayton, OH. 45401. Phone 937-333-3670

A. Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Phone Number _____ Fax Number _____

Email Address _____

Name of Property Owner _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Phone Number _____ Fax Number _____

B. Description of Property within Boundaries of Planned Development (PD)

Address of Property _____

City of Dayton Lot Number(s) _____

Parcel I.D. Number(s)

Total Acreage of Planned Development _____

Existing Zoning for Property _____ Proposed Zoning for PD _____

Existing Use of Property _____

Principal Use(s) within PD

Reason PD is Needed

Interest of Applicant

C. Required Attachments

Note: In this application, the word “structure” means anything constructed or erected that requires a fixed location on the ground or attachment to something having a fixed location on the ground including, but not limited to, buildings, walls, sheds, gazebos, signs, patios, platforms, paving or fences.

1. Property Description (see instructions for more information)
 - Survey of property within proposed Planned Development, including location and acreage
 - Existing features (streets, alleys, easements, utility lines, existing land use)
 - General topography and physical features, including but not limited to steep slopes, stream beds or other water courses, mature stands of trees, individual trees of substantial age or size, and rock outcroppings.

2. Evidence of Control (see instructions for more information)

3. Development Plan/Site Design Plan (see instructions for more information)
 - Location and arrangement of all existing and proposed structures
 - Proposed traffic circulation pattern within the Planned Development
 - Location and width of all proposed streets and public ways
 - Location, size, and screening of outdoor storage
 - Areas to be developed for parking
 - Points of ingress and egress, including access streets where required
 - Relationship of abutting land uses and zoning districts
 - Location of public or common open space, if any, including parks, playgrounds, school sites, and recreational facilities

4. Development Plan Data (see instructions for more information)
 - Use of all structures within PD
 - Approximate height of all structures within PD
 - Bulk (yard sizes and setbacks)
 - Gross floor area of structures within PD
 - Percentage of site to be occupied by structures (buildings, signs, paving, etc.)

5. Professional Quality Elevations/Illustrations (see instructions for more information)
 - Scale of proposed structure(s)
 - Massing of proposed structure(s)
 - Roof shape of proposed structure(s)
 - Window size, shape, and spacing of proposed structure(s)
 - External materials of proposed structure(s)
 - Site landscaping

6. Restrictions (see instructions for more information)
 - Covenants to be imposed upon the use of land and structures
 - Grants of easements to be imposed upon the use of land and structures
 - Other restrictions to be imposed upon the use of land and structures
 - Proposed easements for public utilities

7. Modifications (see instructions for more information)
 - Modifications from City zoning code regulations otherwise applicable to the subject property

- 8 Engineering Study, PDs for Industrial Uses Only (see instructions for format)
- Compliance with applicable performance standards, such as noise; vibration; heat; glare

9. List of Property Owners (see instructions for format)

10. Mailing Labels (see instructions for format)

D. Additional Regulations That May Apply

- Density Regulations (City Zoning Code, Section 150.350.21)
- Accessibility of Site and Traffic Considerations (City Zoning Code, Section 150.350.22)
- Joint and Cross Access in Non-Residential Zoning Districts (City Zoning Code, Section 150.350.23)
- Site Layout Screening and Buffering (City Zoning Code, Section 150.350.24)
- Site Design Requirements (City Zoning Code, Section 150.350.25)
- Common Open Space for Residential Planned Developments (City Zoning Code, Section 150.350.26)

E. Authorization to Visit the Property

Site visits to the property by City representatives are essential to process this application. By signing below, the owner/applicant authorizes City representatives to visit and photograph the property described in this application.

E. Property Owner(s)' Signature

Signature of Property Owner

Date

Signature of Property Owner

Date

Signature of Property Owner

Date

F. Certification and Applicant's Signature

I hereby certify that the information contained in this application and all attachments is true and correct.

Signature of Applicant

Date



Planned Development Application Filing Information City of Dayton, Ohio

Application Requirements

An application for a Planned Development in the City of Dayton, Ohio, must be filed with the City Plan Board in the Department of Planning and Community Development on approved forms and the filing fee paid. Before submitting a Planned Development application, applicants are strongly encouraged to meet with Department of Planning and Community Development staff to discuss the proposed application. Any application that does not comply fully with the application requirements (e.g., inaccurate, incomplete, and/or missing attachments, fee not paid) shall be regarded as incomplete until it is submitted in the proper form.

The City of Dayton's official zoning code and official zoning map are on the City of Dayton's web site at www.cityofdayton.org.

Instructions for Completing Application

Item A. Name of Applicant and Name of Property Owner

Self-explanatory

Item B. Description of Property within Boundaries of Planned Development

City of Dayton lot numbers and Montgomery County parcel I.D. numbers can be obtained from the Montgomery County Auditor's office and at www.mcrealestate.org. The parcel I.D. is the book, page, and index number of the lot. If the property to be rezoned consists of more than one parcel/lot, the City lot numbers and parcel I.D. numbers of all the parcels/lots that comprise the property must be listed.

The existing zoning for the subject property can be found on the zoning map on the City of Dayton's web site, www.cityofdayton.org, or by calling Zoning Administration at 937-333-3887. The proposed zoning needed for the Planned Development, based on the principal uses proposed for the PD, can be determined by calling Zoning Administration at 937-333-3887. The major land uses within the PD are considered the principal land uses. Examples are a high school, with athletic fields and associated parking, or office buildings with a daycare center, parking garage, surface parking lots, and recreation space.

Please explain the reason the PD is needed. Why can't the current zoning district accommodate the proposed development? Why is it better to use a PD?

Interest of Applicant: The applicant must state his or her particular interest in the case. Applications will be accepted from owners, lessees of property, or developers with an option on property within the area for which the zoning change is proposed. See Sections 150.125.2-150.125.3 of the city zoning code for more information.

Item C. Required Attachments

1. Property Description (City Zoning Code, Section 150.350.4)

One copy of a survey map of the tract or parcel that is to be developed as the Planned Development is required. The survey map shall show the location and size of the proposed Planned Development and include all existing features such as streets, alleys, easements, utility lines, and existing land use. In addition, general topography and physical features, including but not limited to steep slopes, stream beds or other water courses, mature stands of

trees, individual trees of substantial age or size, and rock outcroppings shall be included on the survey. The survey shall be drawn to a legible scale with the scale used noted on the map.

2. Evidence of Control (City Zoning Code, Section 150.350.5)

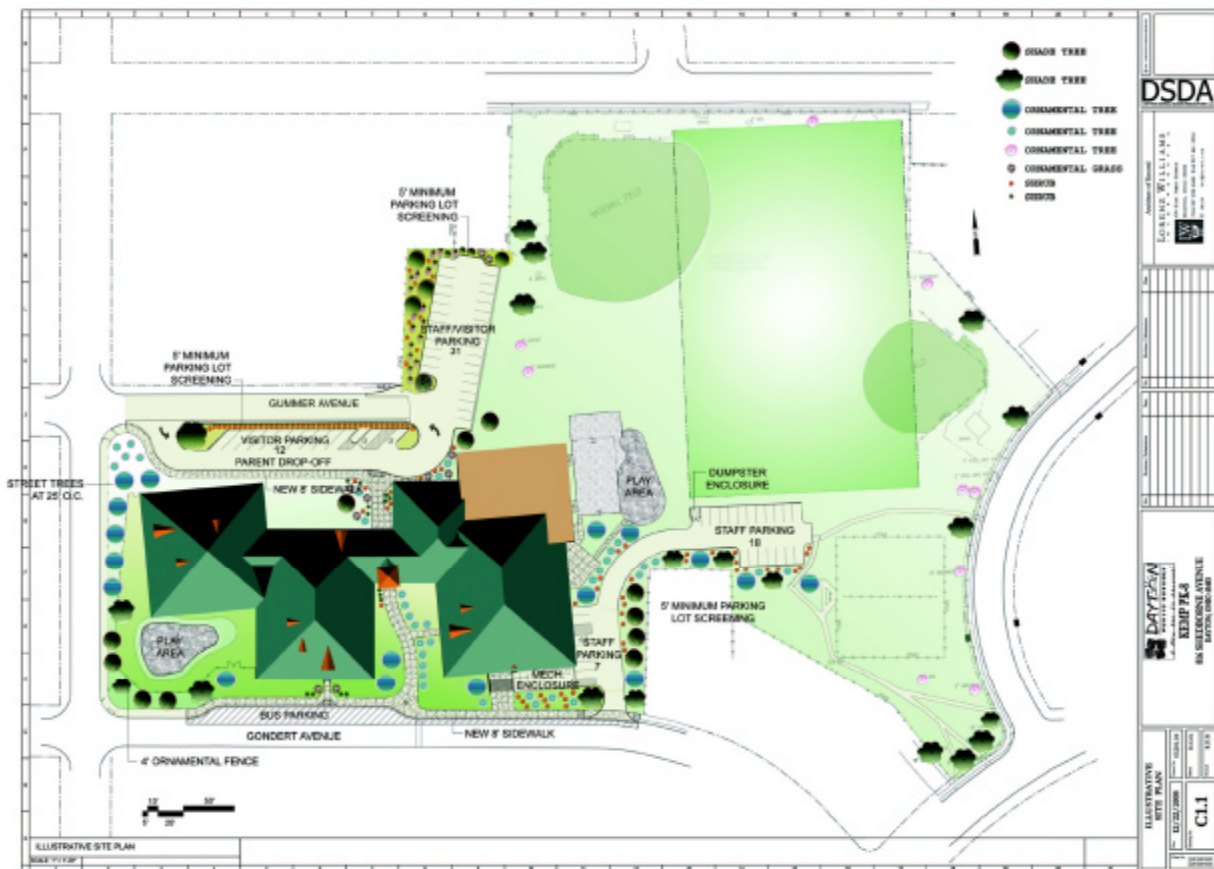
Documentary evidence that will clearly establish the legal or beneficial nature of the applicant's interest in the tract or parcel to be developed and in the proposed Planned Development is required and shall be attached to the application. The property within the proposed Planned Development shall be in single ownership, or if in multiple ownership, a PD application shall be filed jointly by all owners of the properties included in the proposed planned development boundaries. The City shall not rezone any parcels to the Planned Development District without the property owner or owners requesting such a rezoning.

3. Development Plan/Site Design Plan (City Zoning Code, Section 150.350.7)

One copy of a development plan/site design plan for the proposed PD is required with the application. The development plan shall show the location and arrangement of all existing and proposed buildings and structures; the proposed traffic circulation pattern within the PD; the location and width of all proposed streets and public ways; the location, size, and screening of outdoor storage; the areas to be developed for parking; the points of ingress and egress, including access streets where required; the relationship of abutting land uses and zoning districts; and the location of public or common open space, if any, including parks, playgrounds, school sites, and recreational facilities.

The development plan is to be drawn to a legible scale. The scale on the development plan is to be a bar scale so the map can be scaled if it is reduced or enlarged. If the development plan is larger than 8.5" x 11", a copy reduced to 8.5" x 11" must also be submitted with the application. A .pdf or .jpeg file of the development plan may be submitted in lieu of paper copies. See Figure 1 for an example of a development plan.

Figure 1. Development Plan (Please include the relationship of abutting land uses and zoning districts)



4. Development Plan Data (City Zoning Code, Section 150.350.8)

Attach a statement to the application indicating the intensity of land use to be allocated to all parts of the area to be developed, including the use, approximate height, bulk (yard sizes and setbacks), and gross floor area of buildings and other structures, and the percentage of the site that is to be occupied by buildings and structures.

5. Professional Quality Elevations/Illustrations (City Zoning Code, Section 150.350.9)

Attach drawings, renderings, or perspectives of a professional quality that illustrate the scale; massing; roof shape; window size, shape, and spacing; and external materials of the structure(s) as well the proposed site landscaping.

6. Restrictions (City Zoning Code, Section 150.350.13)

Attach a statement describing in detail the substance of covenants, grants of easements, or other restrictions to be imposed upon the use of land, buildings, and structures including proposed easements for public utilities

7. Modifications (City Zoning Code, Section 150.13.14)

Attach a statement that lists all modifications to regulations in the zoning code that are requested as part of the PD. What regulations would otherwise apply to the subject property? What modifications to these regulations are requested as part of the PD?

8. Engineering Study, PDs for Industrial Uses Only (City Zoning Code, Section 150.350.3)

In the case of a Planned Development for industrial uses, the application shall contain an engineering study demonstrating that the proposed industrial uses will comply with the applicable performance standards, such as, but not limited to noise; vibration; heat; and glare, imposed by the particular industrial district in which the PD is to be located.

9. List of Property Owners

Using maps obtained from the Montgomery County Auditor’s office, measure 250 feet from the perimeter of the boundaries of the proposed PD. List all the names, tax mailing addresses, City of Dayton lot numbers, and parcel I.D. numbers of each property owner wholly or partially within the 250 feet radius, including those of the property within the PD. This information can be obtained from the Montgomery County Auditor’s office and at www.mc.realestate.org. The parcel I.D. is the book, page, and index number of the lot. The City of Dayton lot number is listed as the “Legal Description” on the property records found at www.mcrealestate.org. Figure 2 is an example of a map with a 250’ radius, and Figure 3 is an example of a list of property owners.

Figure 2. Map with 250’ Radius

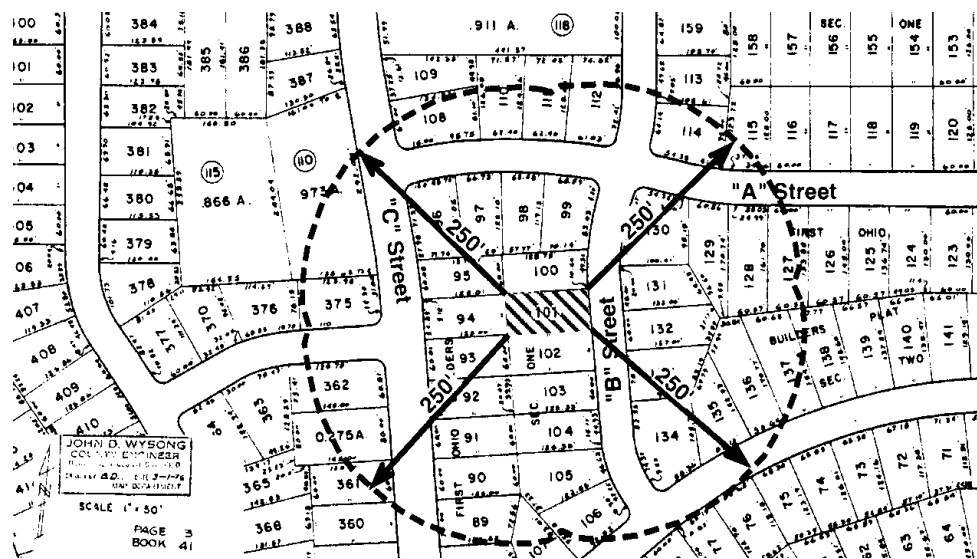


Figure 3. List of Property Owners

Parcel I.D.	City Lot Number (Legal Description from www.mcrealestate.org)	Property Owner	Property Owner's Tax Mailing Address
R72 04103 0362	65277	George Washington	299 C Street Dayton, OH 45400
R72 04103 0375	65276	Thomas Jefferson	301 C Street Dayton, OH 45400
R72 04103 0095	65275	Abigail Adams	1700 Wisteria Way Utopia, OH 45555

9. Mailing Labels

Each application must include the property owners list (owner's name and tax mailing address) developed for "List of Property Owners" above, typed on mailing labels or typed on a mailing label template. An example is shown in Figure 4.

If submitted on mailing labels, three sets of labels are required in Avery 5160 format or an equivalent format. If submitted on a mailing label template, a template equivalent to the Avery 5160 format should be used. The template shown in Appendix A may also be used.

Figure 4. Mailing Labels

George Washington 2100 Park Place Dayton, OH 45400	Thomas Jefferson 2110 Park Place Dayton, OH 45400	Abigail Adams 1700 Wisteria Way Utopia, OH 45555
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Item D. Additional Regulations That May Apply

Applicants are advised to consult the city zoning code to see if the following regulations apply to their proposal:

- Density Regulations (City Zoning Code, Section 150.350.21)
- Accessibility of Site and Traffic Considerations (City Zoning Code, Section 150.350.22)
- Joint and Cross Access in Non-Residential Zoning Districts (City Zoning Code, Section 150.350.23)
- Site Layout Screening and Buffering (City Zoning Code, Section 150.350.24)
- Site Design Requirements (City Zoning Code, Section 150.350.25)
- Common Open Space for Residential Planned Developments (City Zoning Code, Section 150.350.26)

Item E. Authorization to Visit the Property

Self-explanatory

Item F. Property Owner's Signature

All who own the property or properties that will comprise the PD must sign the application. If an individual owns the property or properties that will comprise the PD, the signature of each individual owner is required on the application. If a corporation owns property or properties that will comprise the PD, the signature of each corporate president or duly authorized representative is necessary. If the property or properties that will comprise the PD is tax exempt, authorized signatories must sign the application.

F. Certification and Applicant's Signature

Self-explanatory. Staff may ask applicant for picture identification.

Review and Adoption Process

Plan Board Hearing

The City's zoning code requires that all proposed Planned Developments go before the City Plan Board for review as zoning map amendments. After receipt of a complete application, the City Plan Board will schedule a public hearing on the proposal in accordance with Sections 150.125.5 and 150.125.7 of the city zoning code. Notice of the public hearing is sent to property owners within 250 feet of the subject property and to the Priority Board in which the subject property is located. The Priority Board may invite the applicant to present his or her case for the Planned Development to the Priority Board or its Land Use Committee. If the Priority Board or Land Use Committee has a recommendation on the proposal, they will forward it to the Plan Board for consideration.

The applicant will have an opportunity to present his or her case for the Planned Development at the Plan Board public hearing. In addition, all views, pro and con, may be presented by any interested citizen in person or by letter at the public hearing. After a public hearing and review of the pertinent facts involved in the case, the Plan Board will forward its recommendation for approval or disapproval of the Planned Development to the City Commission for further action. See Sections 150.125.7 and 150.125.8 of the city zoning code for more information about the Plan Board decision-making process, and the items the Plan Board should consider when making its recommendation. Section 150.115.10 (B) – Site Design Plan Review Criteria – and Section 150.350.10 – Development Plan Review Criteria – of the city zoning code list the criteria the Plan Board is to use when evaluating PDs.

Action by the City Commission on Requests for Planned Developments

If the Plan Board recommends approval, or approval with modifications, of the proposed PD, the City Commission will hold a public hearing on the proposal. The applicant will have an opportunity to present his or her case for the PD at the public hearing. In addition, all views, pro and con, may be presented by any interested citizen at the public hearing. After a public hearing and review of the pertinent facts involved in the case, the City Commission will decide whether or not to approve the PD as a zoning map amendment. The City Commission must approve a PD in order for it to become effective. PDs usually take effect immediately upon approval by the City Commission. See Sections 150.125.8-150.125.11 of the city zoning code for more information.

If the Plan Board recommends disapproval of the PD, within twenty days of the Plan Board decision, the applicant may notify the Clerk of the City Commission and Secretary to the Plan Board in writing that he or she desires a public hearing before the City Commission. The City Commission will hold a public hearing on the proposed PD. The applicant will have an opportunity to present his or her case for the PD at the public hearing. In addition, all views, pro and con, may be presented by any interested citizen at the public hearing. After a public hearing and review of the pertinent facts involved in the case, the City Commission will decide whether or not to approve the PD as a zoning map amendment. The City Commission must approve a PD in order for it to become effective. See the Sections 150.125.8-150.125.11 of the city zoning code for more information.

<p>Appendix A Mailing Label Template May be used in lieu of the Avery 5160 template or its equivalent.</p>				