



Planning and Zoning Department

101 N. Detroit St. • Xenia, OH 45385-2996 • (937) 376-7284 • FAX (937) 372-8151
www.ci.xenia.oh.us

APPLICATION TO PLANNING AND ZONING COMMISSION

- REZONING SITE PLAN REVIEW CERTIFICATE OF APPROPRIATENESS
 TEXT AMENDMENT ADMINISTRATIVE APPEAL OTHER _____

PART 1. PROJECT INFORMATION *(Part 1. Pertains to Rezoning requests, Site Plan Reviews, and Certificates of Appropriateness)*

PROJECT NAME: _____

LEGAL DESCRIPTION OF PROPERTY: V.M.S. # _____ DEED BOOK _____ PAGE _____	TAX ID: BOOK _____ PAGE _____ PARCEL _____
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STREET LOCATION:
_____ at _____ or
(distance) _____ (direction) from the intersection of _____ and _____

PROJECT DESCRIPTION *(use continuation sheet if necessary)*:

CURRENT ZONING CLASSIFICATION:	PROPOSED ZONING CLASSIFICATION:	ACREAGE OF PROPOSED PROJECT:
PROPOSED LAND USE : <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> PUBLIC / RECREATIONAL <input type="checkbox"/> OFFICE <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER _____	ADJACENT LAND USE: (Residential, Commercial, etc.) _____	

PART 2. DESCRIPTION OF REQUEST *(Part 2. Pertains to Text Amendments, Administrative Appeals, and all other requests)*

REASON(S) FOR REQUEST *(use continuation sheet if necessary)*:

SECTION(S) OF THE PLANNING AND ZONING CODE THIS APPEAL OR AMENDMENT IS RELEVANT:

PART 3. PROPERTY OWNER INFORMATION *(if applicable)*

NAME OF PROPERTY OWNER:	E-MAIL ADDRESS AND CELL PHONE:
STREET ADDRESS OF PROPERTY OWNER:	TELEPHONE NUMBER OF PROPERTY OWNER:
CITY / STATE/ ZIP CODE OF PROPERTY OWNER:	FAX NUMBER OF PROPERTY OWNER:

PART 4. APPLICANT INFORMATION

NAME OF APPLICANT / AGENT:	
STREET ADDRESS OF APPLICANT / AGENT:	TELEPHONE NUMBER OF APPLICANT / AGENT:
CITY / STATE/ ZIP CODE OF APPLICANT / AGENT:	FAX NUMBER OF APPLICANT / AGENT:

SEE ATTACHMENT FOR APPLICATION REQUIREMENTS AND PLANS SUBMITTAL.

I hereby certify that I am, or represent, the legal owner of the property described above and do hereby submit this request for approval to the City of Xenia Planning and Zoning Commission for consideration approval. I agree to reimburse the City of Xenia for expenses incurred by the City for services of technical consultants to evaluate data required for the approval of this application, as per Ordinance # 92-36(see reverse). I understand the City must receive this reimbursement before any approval is issued.

Signature: _____

Date: _____

PART 5. DEPARTMENTAL USE ONLY

DATE OF PLANNING & ZONING COMMISSION PUBLIC HEARING:	RECOMMENDATION OF PLANNING & ZONING COMMISSION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL	CASE NUMBER:	FEE: <i>The application will not be processed until proper fee is received.</i>
DATE OF CITY COUNCIL PUBLIC HEARING:	RULING OF CITY COUNCIL: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL	ORDINANCE NUMBER:	



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**SUBMISSION REQUIREMENTS
FOR CERTIFICATE OF APPROPRIATENESS
URBAN DESIGN OVERLAY DISTRICT**

1. Preliminary plan review requires the submission of the following information with the application form.
 - a. Site Plan showing location of building(s), driveways, parking areas, accessory structures, pedestrian access and sidewalks and vehicular circulation.
 - b. Drawings of major exterior elevations with narratives on the proposed color schemes for the purpose of coordinating color for the structure rather than specifying a preferred color; materials to be used, the height of the building, roof elevation, signage, and for existing buildings, identify any proposed alterations to the façade including location of any accessible ramps, emergency egress, and mechanical apparatus.
 - c. Context map showing adjacent structures in diagram or photographs on each side of the site and photographs of all adjacent structures or sites facing the proposed development or site.
 - d. General location of existing landscaping that will be retained and the landscaping that will be added.
 - e. Aerial perspective utilizing GIS photographs at the Greene County Auditor's Office.
 - f. Written application and required fee in accordance to the fee schedule approved by City Council.
2. Final plans and specifications. In addition to the normal plans required by the building permit application process, final construction plans and specifications for items in (c) 1A.1. through 4 hereof under preliminary plan approval must be submitted for final review and approval by the Xenia Planning Commission, including samples and colors of major materials.

11/26/07/nhs