



**APPLICATION FOR MAJOR SITE DESIGN REVIEW
BY THE CITY PLAN BOARD
CITY OF DAYTON, OHIO**

A. Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Phone Number (_____) _____ Fax Number (_____) _____

Email Address _____

Name of Property Owner (If Different from Applicant) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Phone Number (_____) _____ Fax Number (_____) _____

B. Description of Development or Use Requiring Major Site Design Review

Address _____

City of Dayton Lot Number(s) _____

Parcel I.D. Number(s) _____

Size of Development or Use in Acres: _____

Existing Zoning _____

Existing Use of Property _____

Proposed Use of Property (if different from existing use) _____

Interest of Applicant _____

C. Required Attachments

Vicinity Map

List of Property Owners (see instructions for format)

Mailing Labels (see instructions for format)

D. Authorization to Visit the Property

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

E. Property Owner's Signature (If Different from Applicant)

Signature of Property Owner

Date

Printed Signature of Property Owner

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

Printed Signature of Applicant



Major Site Design Review by City Plan Board Application Filing Information City of Dayton, Ohio

Application Requirements

An application for Major Site Design Review by the City Plan Board must be filed in the Department of Planning and Community Development on approved forms and the filing fee paid. Before submitting an application for Major Site Design Review, applicants are strongly encouraged to meet with Zoning Administration and 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. Please note that the Zoning Administrator must provide the Plan Board Secretary with a copy of the Site Design Review application and materials submitted to Zoning Administration before the Plan Board can schedule the application for review.

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

Instructions for Completing Application

Item A. Name of Applicant and Name of Property Owner

Self-explanatory

Item B. Description of Development or Use Requiring Major Site Design Review

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 reviewed 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, <http://www.cityofdayton.org/departments/pcd/planning/Pages/ZoningMap.aspx>, or by calling Zoning Administration at 937-333-3887.

Interest of Applicant: The applicant must state his or her particular interest in the case. Applications will be accepted from the property owner, a leaseholder, or developer with an option to purchase or lease the property. See Section 150.115.6 of the city's zoning code for more information.

Item C. Required Attachments

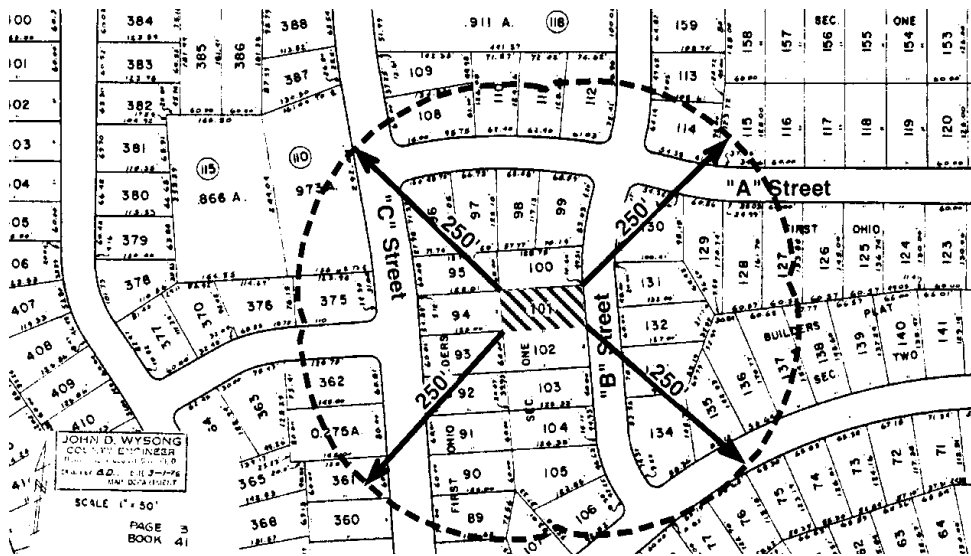
Vicinity Map

A vicinity map is required with application. The vicinity map is to be drawn to a legible scale, with the scale used noted on the map. The vicinity map is to show the subject property and all property within 250 feet, street and lot lines, parcel I.D. and lot numbers.

A vicinity map can be created from information available in the Montgomery County Administration Building, Auditor's Office, 451 West Third Street, Dayton, Ohio; from the Montgomery County, Ohio website (www.mcrealestate.org); or an engineer or surveyor can prepare the map. If the applicant prepares the map, the page(s) used from the Montgomery County plat books must be identified.

If the vicinity map 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 vicinity map may be submitted in lieu of paper copies. Figure 1 is an example of a vicinity map.

Figure 1. Vicinity Map



List of Property Owners

Using the maps obtained from the County Auditor’s office, measure 250 feet from the perimeter of the subject lot. 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 to be reviewed under Major Site Design Review. This information 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. 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 list of property owners.

Figure 2. 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

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 3.

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 3. 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. Authorization to Visit the Property

Self-explanatory

Item E. Property Owner’s Signature

The signature of the property owner, if different from the applicant, is required on the application. If two or more individuals own the subject property, the signature of one of the individuals is required on the application. In the case of a corporation, the signature of the corporate president or duly authorized representative is necessary. If the subject property is tax exempt, an authorized signatory must sign the application.

Item F. Certification and Applicant’s Signature

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

Review and Approval Process

Plan Board Public Meeting

The City’s zoning code requires that the City Plan Board review all uses and developments that qualify for Major Site Design Review. After receipt of a complete application, Planning and Community Development staff will schedule the application for Plan Board review in accordance with Sections 150.115.7 and 150.115.8 of the city zoning code. Notices of the Plan Board meeting are sent to property owners with 250 feet of the subject property and to the applicable land use committee. The land use committee may invite the applicant to present his or her application to it at a meeting. If the land use committee has a recommendation on the application, they will forward it to the Plan Board for consideration.

The applicant will have an opportunity to present his or her application at the Plan Board public meeting. In addition, any interested citizen may comment on the application in person or by letter at the public meeting. The Plan Board will review the application using the criteria found in Sections 150.115.10 of the zoning code.

The Plan Board may:

- Approve the site design plan as submitted; or
- Approve the plan subject to specific conditions not included in the plan as submitted; or
- Disapprove the plan. If the Plan Board finds that a proposed plan does not meet the purposes or requirements of the zoning code, the plan will be disapproved.

If the site design plan is approved or approved with conditions, the Zoning Administrator shall issue a Zoning Certificate pursuant to the city zoning code, when all necessary approvals have been obtained from other applicable City departments.

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