



Planning Commission - Rezoning Application

APPLICANT AND PROPERTY INFORMATION		STAFF USE ONLY
APPLICANT NAME		FILE INFORMATION
APPLICANT ADDRESS		
PROPERTY ADDRESS OR LOCATION		
PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS		
APPLYING FOR A MAJOR MODIFICATION TO THE FOLLOWING AREA COVERED BY AN EXISTING PLAN <input type="checkbox"/> ALL <input type="checkbox"/> PHASE / SECTION _____	AREA (S) CURRENTLY ZONED	CASE NUMBER (S)
PREFERRED CONTACT METHOD <input type="checkbox"/> EMAIL PREFERRED <input type="checkbox"/> PHONE PREFERRED		EMAIL PHONE
ZC MEETING DATE		
OWNER(S) CONTACT INFORMATION		
OWNER(S) NAME		OWNER PHONE
LOCATION OF LAND		
THE AREA OF LAND SOUGHT FOR MODIFICATION CONTAINS _____ (ACRES / SQ FT) AND IS LOCATED ALONG THE (circle) N ORTH S OUTH E AST W EST SIDE OF _____ (STREET NAME) AND APPROX _____ (FEET) (circle) N ORTH S OUTH E AST W EST OF _____ (STREET NAME).		
THE AREA OF LAND FOR CONSIDERATION IS FURTHER DESCRIBED ON MICROFICHE # _____ AND/OR DEED BOOK # _____ PAGE # _____ AND IS LOCATED IN COVINGTON, MIAMI COUNTY, OHIO IN SECTION _____ TOWN _____ AND RANGE _____.		
TOTAL LAND AREA OF DEVELOPMENT and ZONING REQUEST		
ENTIRE DEVELOPMENT (ACRES / SQ FT)	TOTAL MODIFICATION REQUEST AREA (ACRES / SQ FT)	

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

DEVELOPMENT PLAN APPROVAL

*The applicant shall prepare a definitive statement on how this **Zoning Change** will fulfill each of the following requirements. Please complete questions below or attach the necessary information and/or materials that show all necessary requirements are met.*

Explain the proposed use of the land if reclassified. (Type of use, proposed improvements, sketches of new building, and other material pertinent to the reclassification.)	
How does the proposed reclassification and subsequent development relate to the existing and future land use character of the neighborhood?	
How will the reclassification be desirable to the neighborhood?	
If it is your position that the present zoning is not related to the public health, safety, or morals, please set forth all facts that would tend to support this position.	
List other comments that are pertinent to consideration for reclassification. These are listed in the requirements and instructions to be followed in securing a change in zoning.	

NARRATIVE OF REQUEST

In your own words, please **clearly describe** the request to which you are seeking approval **in detail** below. (If there is not enough space, please attach a separate sheet of paper describing your request.)

--

I, the undersigned, have read and understand all the above information and have provided all the necessary materials, forms, and information and believe them to be true to the best of my knowledge. I understand that my application will be considered and processed in accordance with the regulations set forth by the Village of Covington Zoning Ordinance. I understand that the materials provided within this document are subject to public record and will be considered in rendering a decision on this request. I further understand that additional information may be required by the Village of Covington to further proceed with this hearing.

Applicant Signature

Date

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318

administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

Property Owner Affidavit

Property and Application Information

Property Address of Parcel Number(s) Associated with Application	Case # Associated
--	-------------------

Applicant's Printed Name or Company	Applicant's Phone
Applicant's Signature	Date

Property Owner(s) Affidavit - Owner(s) signatures must be notarized.

I (we),

Owner(s) Printed Name

hereby certify that I (we) are the owner(s) of the above property. I (we) attest to the accuracy and truthfulness of the statements and any exhibits provided on this application to be true to the best of my (our) knowledge. We understand that our application will be considered and processed in accordance with the regulations set forth by the Village of Covington Zoning Ordinance. I (we) understand that the materials provided within this document are subject to public record and will be considered in rendering a decision on this request. I (we) authorize the Village of Covington to place a Public Hearing Notification sign on the property as needed during the proceedings of this hearing.

Owner Signature #1	Date	Owner Signature #2	Date
Owner #1 Printed Name		Owner #2 Printed Name	
Owner #1 Mailing Address		Owner #2 Mailing Address	
Owner #1 Phone		Owner #2 Phone	

Subscribed and sworn to before me on this _____ day of _____, 2_____.

Notary Stamp

Notary Public Signature

My Commission Expires

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

Hearing Information for Planning Commission Applicants

Please **keep this information** to assist you through the process after your application is submitted.

VILLAGE OF COVINGTON STAFF PROCESS

Pre-Application Meeting with the Village Administrator (Recommended). The Staff is under no obligation to provide a formal recommendation at the time of the pre-application meeting, and any formal staff recommendation will be made only upon submission and review of a completed application. No statement made by Staff is binding on either the Planning Commission or the Village Council.

Submission of Completed Application. All documents and plan drawings must be submitted at this time.

Legal Notices are Prepared and placed in the newspaper and/or mailed to residents as required by the Village of Covington Zoning Ordinance.

Staff Report is Prepared and submitted along with application materials to the Village of Covington Planning Commission.

PLANNING COMMISSION HEARING PROCESS

- The case is placed on the agenda by the Village Administrator.
- The Planning Commission opens the case.
- All speakers should speak only to the Planning Commission and the Chairman may establish a time limit on speakers. Upon request, the chair may authorize questions of the Village Administrator.
- A staff report is presented by the Village Administrator or their designee.
- The applicants or their representative presents the case to the Planning Commission.
- Proponents of the case are given an opportunity to speak.
- Opponents of the case are given an opportunity to speak.
- The Planning Commission will close the public hearing and enter into deliberations on the case.
- Planned Development requests require additional review and findings.
- The Planning Commission will recommend to the Village Council that the case be approved, denied, or approved with modifications or conditions.
- Once the Planning Commission has taken final action; the case, along with the recommendation of the Planning Commission, is forwarded to the Village Council. Depending upon the request, legal notices may again be mailed and placed in the newspaper for the Council's hearing.

VILLAGE COUNCIL HEARING PROCESS

- The case is placed on the agenda by the Village Administrator for a first reading.
- The Village Council will hear a first reading, second reading, and third reading on the case unless the three-reading rule is waived by the Council.
- The Village Administrator shall read the Planning Commission recommendation into the record at the first hearing of the case.
- The Village Administrator shall provide a staff report for the Council to consider.
- The applicant or their representative may be at the Village Council meeting to present their case to the Council.
- Proponents and opponents (if any) of the case are given time to speak.
- The Village Council will close the public hearing after the third reading on the case and vote to approve, deny, or approve with modifications the Planning Commission recommendation.
- If the Village Council approves the case, the change will become effective thirty (30) days from the date of approval.

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318

administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

GENERAL INFORMATION FOR APPLICANTS AND OWNERS

- All **applicants and property owners** should review the latest comprehensive planning documents and the most current zoning resolution available as it pertains to the area proposed for rezoning or modification prior to submittal of an application.
- All materials submitted as part of this application are **public record** and will be made available for review upon request of any interested party.
- The application, and any other relevant information, may be **submitted to outside agencies and organizations, both public and private**, that the Staff, Zoning Commission, or Board of Trustees desire to have review said materials. These may include, but are not limited to, the Ohio Department of Transportation, Montgomery County, local school districts, and local utilities. This review in no way removes the applicant's responsibility to ensure compliance with the rules and/or regulations of any of these outside agencies or organizations.
- By submitting this application, the applicant and property owners grant **permission to place public notice signs on the property and take photos**. Aerial photography of the site may also be utilized in reviewing an application.
- **Inaccurate or incomplete information** provided with or within the application package may delay the processing of the application and/or delay any scheduled public hearings. The Zoning Commission and/or Board of Trustees may table the case due to missing or incomplete information.
- **Applicants are expected to attend all public hearings regarding the application**, and a failure to appear could result in the postponement of action on the application, and final action will be left to the discretion of the Planning Commission or Village Council within the constraints of the Village of Covington Zoning Ordinance. You may send a representative on your behalf.
- **All owners of the property must sign** and have notarized the property owner's affidavit as part of any application. Please print additional pages of this form if needed.

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318

administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov