

Preble County  
Office of Land Use Management

Building/Planning/Zoning/GIS/Tax Map

101 E. Main St. Eaton, OH 45320

Bldg & Zoning 937-456-8171

Tax Map 937-456-8129

December 3, 2013

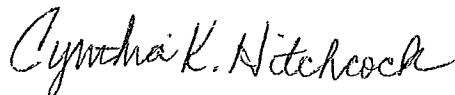
To: Whom It May Concern

Re: Changes in the Rezoning Application Process

Beginning with the Change of Zoning applications being submitted on December 27 and December 30, 2013, for consideration by the Planning Commission Board in January 2014, the applicant will be responsible for obtaining and including with the application the property history report, completed LEPC report, county ditch report, soil and water report, and access management approval. Fourteen (14) copies of the completed Change of Zoning application, the zoning sketch, and the completed reports, and one (1) mylar of the zoning sketch shall be turned in to the Office of Land Use Management. Please note that any Change of Zoning applications that require a variance for the requested Change of Zoning will have to have been granted the variance before the Change of Zoning application will be accepted for consideration.

Attached is a copy of the new Change of Zoning application and forms for submitting and receiving the necessary reports from the pertinent county departments and agencies. Thank you for your cooperation in this matter.

Sincerely,



Cynthia K. Hitchcock  
Office of Land Use Management

PREBLE COUNTY RURAL ZONING COMMISSION  
COURTHOUSE  
EATON, OHIO 45320

Requirements and Instructions to be followed in securing a change in zoning. Read Carefully.

The Application:

One (1) 4-page general application form will be furnished to each applicant by the Office of Land Use Management. Fourteen (14) copies of the completed, type-written application shall be turned in to the Office of Land Use Management, Zoning & Planning Dept. on the appropriate monthly filing dates. A copy, completed with acceptance signature, date and case number may be given to applicant if they desire. Each and every question shall be fully answered. If necessary, details which may have been omitted due to lack of space may be outlined on an attached sheet.

Please note that any Change of Zoning application that requires a variance for the requested change in zoning will have to have been granted the variance before the Change in Zoning application will be accepted for consideration.

The application shall include the following statement:

1. A description or statement of the present and proposed provisions of this zoning resolution or the proposed change of the district boundaries of the zoning district map.
2. A description sufficient to identify the property including a reference of volume and page of the last recorded deed.
3. The proposed use of the property.
4. A statement of the necessity or desirability of the proposed use to the neighborhood or community.
5. A statement of the relationship of the proposed use to the adjacent property and land use.
6. Such other information regarding the property, proposed use, or surrounding area as may be pertinent to the application or required for appropriate action by the Rural Zoning Commission or County Commissioners.

The application shall be accompanied by fourteen (14) copies of a zoning sketch and the original mylar, prepared by a registered engineer, architect or surveyor of the State of Ohio, drawn to an appropriate scale, clearly showing the following:

1. The zoning sketch (aka zoning map/site plan), drawn to scale, the finished size of which shall be not less than 18" by 24" nor more than 24" x 36" in size.
2. The zoning map shall include a vicinity sketch showing the area, complete with property lines, land section divisions, and landowner names and roadways.
3. The map shall show the property lines of all lands included within a distance of five hundred (500) feet of the land, as well as the land sought to be reclassified.
4. The boundaries & dimensions of the plot shall be shown on the zoning sketch along with any existing physical features (i.e. fences, wooded & cultivated areas, creeks, drainage ditches & structures). Street right-of-way, existing pavement, side ditch location, including direction of flow, and any other information pertinent to property identifying the land sought to be reclassified shall be shown on the map.

5. The sketch shall include the soil classifications and locations of the land sought to be reclassified.
6. The approximate size and location of existing and proposed structures on the land to be rezoned shall be shown.
7. The sketch shall include the existing zoning classification of land in the area.
8. Deed record, volume and page of parcel and surrounding parcels.
9. Acreage of parcel and acreage in road right-of-way.
10. Town, Range, Section, Township, County and State to be shown in bold on map.
11. Basis of contours.
12. Signature block for certification for recording by the zoning official.
13. Legend.
14. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces, and landscaping shall be shown.
15. A list of all owners (including addresses) of land within two hundred (200) feet of the land sought to be reclassified shall be submitted as a part of the map. The address of owners of land shall be that which appears on the current County Auditor's tax list or County Treasurer's mailing list.

Each of the 14 application copies shall also include:

- 1 copy of the completed LEPC report from the Preble Co. EMA Office
- 1 copy of the Access Management report from the Preble Co Engineer's Office
- 1 copy of the County Ditch report from the Preble County Engineer's Office  
(They will require a copy of the zoning application and sketch)
- 1 copy of the Soil & Water report from the Preble County Soil & Water Office  
(They will require a copy of the zoning application and sketch)
- 1 copy of the completed Property History Report

There shall also be included as part of the application packets submitted:

- 1 copy only of the current deed & each previous deed recorded for the tract back to the date zoning was adopted for the township
- 1 mylar only of the zoning sketch

**FLAGS MUST BE POSTED ON PROPERTY AT TIME OF FILING AND MUST BE KEPT ON PROPERTY UNTIL COMPLETION OF REZONING PROCESS.**

Preble County  
Office of Land Use Management  
Building/Planning/Zoning/GIS/Tax Map  
101 E. Main St. Eaton, OH 45311  
937-456-8171

**CHANGE OF ZONING APPLICATION  
CHECKLIST FOR APPLICANT**

CHANGE OF ZONING REQUESTS ARE ACCEPTED ONLY ON THE LAST FRIDAY OF EACH MONTH AND THE FOLLOWING MONDAY EXCEPT WHEN A HOLIDAY FALLS DURING THAT TIME IN WHICH CASE THE APPLICATION WILL BE ACCEPTED BEFORE OR AFTER THOSE DAYS. (CHECK WITH ZONING DEPT.)

\_\_\_\_\_ APPLICATION MUST BE TURNED IN ALONG WITH FOURTEEN (14)  
\_\_\_\_\_ COPIES OF APPLICATION & PROPOSED ZONING SKETCH WHICH  
\_\_\_\_\_ WILL INCLUDE:

- \_\_\_\_\_ \* A LIST OF PROPERTY OWNERS WITHIN 200' WITH ADDRESSES
- \_\_\_\_\_ \* ELEVATIONS SHOWN AT 2' INTERVALS
- \_\_\_\_\_ \* PROPOSED TRACTS & EXISTING LOT LINES SHOWN
- \_\_\_\_\_ \* VICINITY MAP
- \_\_\_\_\_ \* AREA TOWN, RANGE, SECTION, TOWNSHIP, ETC.

OTHER INFORMATION REQUIRED AT TIME OF APPLICATION:

- \_\_\_\_\_ \* 14 COPIES OF COMPLETED LEPC REPORT FROM THE PREBLE COUNTY  
\_\_\_\_\_ EMA OFFICE (provide to them a copy of zoning application and sketch)
- \_\_\_\_\_ \* 14 COPIES OF THE ACCESS MANAGEMENT REPORT FROM THE  
\_\_\_\_\_ PREBLE CO. ENGINEER'S OFFICE
- \_\_\_\_\_ \* 14 COPIES OF COUNTY DITCH REPORT FROM THE PREBLE COUNTY  
\_\_\_\_\_ ENGINEER'S OFFICE (provide to them a copy of zoning application and sketch)
- \_\_\_\_\_ \* 14 COPIES OF SOIL & WATER REPORT FROM THE PREBLE COUNTY  
\_\_\_\_\_ SOIL AND WATER OFFICE (provide to them a copy of zoning appl. and sketch)
- \_\_\_\_\_ \* 14 COPIES OF THE PROPERTY HISTORY REPORT AND  
\_\_\_\_\_ 1 COPY OF ALL THE DEEDS LISTED ON THE HISTORY REPORT

IS A VARIANCE IS NEEDED FOR THIS ZONING CHANGE? \_\_\_\_\_  
HAS IT BEEN APPROVED? \_\_\_\_\_ CASE# \_\_\_\_\_

\_\_\_\_\_ REZONING APPLICATION FEE IS \$350.00 PAYABLE BY CASH OR CHECK

PREBLE COUNTY RURAL ZONING COMMISSION

Courthouse, First Floor  
Eaton, Ohio  
Telephone: (937) 456-8171

For Office Use Only:

Case No. \_\_\_\_\_ Date Filed: \_\_\_\_\_

Receipt No. \_\_\_\_\_ Received By: \_\_\_\_\_

**APPLICATION FOR CHANGE OF ZONING DISTRICT (REZONING)**

(Please type information and use additional sheets as necessary.)

Applicant(s), \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ (Address), being the owner(s) of land located

at \_\_\_\_\_, hereby make application to have

said land reclassified from its present \_\_\_\_\_ Zoning District to the

\_\_\_\_\_ Zoning District.

**I. DESCRIPTION AND LOCATION OF LAND**

1 The area of land sought to be reclassified contains approximately \_\_\_\_\_ acres, exclusive of the road right-of-way, if any, and has a frontage of approximately \_\_\_\_\_ feet located:

A. Along the \_\_\_\_\_ side of \_\_\_\_\_ (street), approximately \_\_\_\_\_ feet of \_\_\_\_\_ (street); **-OR-**

B. At the \_\_\_\_\_ corner of the intersection of \_\_\_\_\_ (street) and \_\_\_\_\_ (street).

2 The area of land is further described:

A. In Deed Book Number \_\_\_\_\_, Page \_\_\_\_\_, and is located in Section \_\_\_\_\_, Town \_\_\_\_\_, Range \_\_\_\_\_, \_\_\_\_\_ Township, Preble County, Ohio; **-OR-**



3 Please explain how the proposed Zoning District reclassification will serve and is compatible with the general objectives of the Preble County Rural Zoning Resolution.

4 List any other evidence that you feel are pertinent to the consideration of the proposed Zoning District reclassification.

APPLICANT'S AFFIDAVIT

STATE OF OHIO  
COUNTY OF PREBLE } ss:

Applicant(s) \_\_\_\_\_ (name)  
being first duly cautioned and sworn, states and initials as follows:

- \_\_\_\_\_ 1. I/we are the owner(s) of the land described in the attached Application for Change of Zoning District.
- \_\_\_\_\_ 2. The statements and information contained in the attached Application for Change of Zoning District, and any exhibits or attachments thereto, are in all respects true and correct to the best of my/our knowledge and belief.
- \_\_\_\_\_ 3. I/we understand that flags must be posted and maintained on the property sought to be reclassified at least ten (10) days prior to any meeting, or my/our application may be tabled.
- \_\_\_\_\_ 4. I/we understand that if I/we or a representative does not attend a meeting, for which proper notice was given, and at which my/our application is to be considered, my/our application may still be considered for approval or denial by the respective Board or Commission, or may be tabled by the same.
- \_\_\_\_\_ 5. I/we agree to permit any member of the Preble County Planning Commission, Rural Zoning Commission, Preble County Commissioners, Preble County Zoning Staff, County Engineer, Health Department or Soil and Water Conservation District, to have access to my/our property for the limited purpose of the above application.

Further, Affiant(s) saith naught,

\_\_\_\_\_  
phone \_\_\_\_\_

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Ohio



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Please type or print legibly

To: Preble County LEPC  
6818 U.S. 127 N  
Eaton, Ohio 45320

Re: Report of Extremely Hazardous Substances within a half mile of proposed rezoning.

For (Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_  
(only provide email address if you wish to receive report via email)

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Inventories: (info below to be completed by EMA office)

Company: \_\_\_\_\_

Chemicals: \_\_\_\_\_

Company: \_\_\_\_\_

Chemicals: \_\_\_\_\_

E-Mail this form to David Anderson at the Preble Co EMA office - DAnderson@prebleema.org or mail/deliver to address above.

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Please type or print legibly. Attach copy of zoning sketch & application.

To: Preble County Soil & Water Conservation District  
1651 N. Barron Street  
Eaton, Ohio 45320

Re: Soil & Water Report - Change of Zoning application

For (Owner): \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

(only provide email address if you wish to receive report via email, otherwise you will be called to pick-up report when it is complete)

Please allow one (1) week for report to be completed.

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Please type or print legibly - Attach copy of zoning sketch & application

To: Preble County Ditch Maintenance  
Preble County Engineer's Office  
1000 Preble Drive  
Eaton, Ohio 45320

Re: County Ditch Report - Change of Zoning application

For (Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

(only provide email address if you wish to receive report via email, otherwise you will be called to pick-up report when it is complete)

Please allow one (1) week for report to be completed.



ACCESS PERMIT APPLICATION

Permit No. \_\_\_\_\_

Preliminary Access Approval ( )

Access Approval ( )

Property Owner Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

PROPERTY LOCATION

County Rd/Township Rd: \_\_\_\_\_ Township & Section: \_\_\_\_\_

Detailed Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there an Address? Yes ( ) No ( ) If Yes, What is the address? \_\_\_\_\_

\_\_\_\_\_

Was Preliminary Access Approval obtained? Yes ( ) No ( )

If Yes, please give Permit Number: \_\_\_\_\_

Driveway Type: Agricultural ( ) Single Residential ( ) Multi Residential ( ) Commercial/Industrial ( )

Existing Drive: Yes ( ) No ( ) If Yes, what is the address? \_\_\_\_\_

\_\_\_\_\_

Proposed Location - Distance from nearest existing drive: \_\_\_\_\_

\_\_\_\_\_

Applicant's signature signifies compliance with the Permit Requirements:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No./Fax No.: \_\_\_\_\_

\* COPY OF ACCESS SPECIFICATIONS RECEIVED \_\_\_\_\_ (INITIALS)

## ACCESS SPECIFICATIONS PREBLE COUNTY, OHIO

1. A WRITTEN PERMIT IS REQUIRED FOR ALL DRIVEWAY INSTALLATIONS.
2. THE APPLICANT MUST PHYSICALLY MARK THE DESIRED LOCATION OF THE PROPOSED DRIVEWAY.
3. UNDER NORMAL CONDITIONS THE MINIMUM DIAMETER ACCEPTABLE FOR A DRIVEWAY PIPE IS 12 INCHES.
4. IN MOST INSTANCES THE MINIMUM ACCEPTABLE LENGTH WILL BE 24' FOR RESIDENTIAL AND 40' FOR AGRICULTURAL AND COMMERCIAL.
5. SPECIAL ATTENTION MUST BE GIVEN TO THE LOCATION OF THE DRIVEWAY SUCH THAT THERE IS ADEQUATE SIGHT DISTANCE EACH DIRECTION FOR SAFETY REASONS AS OUTLINED IN THE ACCESS MANAGEMENT REGULATIONS.
6. DURING THE PROGRESS OF THE WORK THERE SHALL BE ADEQUATE TRAFFIC CONTROL TO PROTECT THE TRAVELING PUBLIC. TRAFFIC SHALL BE MAINTAINED.
7. THE DRIVEWAY CULVERT PIPE SHALL BE INSTALLED SUCH THAT THE GRADE FOR THE EXISTING DITCH IS MAINTAINED UNLESS OTHERWISE DIRECTED BY THE COUNTY ENGINEER.
8. IF A CONCRETE DRIVE IS TO BE INSTALLED, THE CONCRETE SHALL BE TERMINATED 30" FROM THE EDGE OF THE EXISTING ROADWAY PAVEMENT.
9. THE MAINTENANCE AND REPAIR OF THE DRIVEWAY CULVERT IS THE RESPONSIBILITY OF THE PROPERTY OWNER.
10. IT IS THE OWNERS RESPONSIBILITY TO PROVIDE ALL THE NECESSARY MATERIALS AND THE INSTALLATION OF ALL MATERIALS.
11. THE DRIVEWAY SHALL SLOPE DOWN AND AWAY FROM THE EXISTING PAVEMENT EDGE AND SHALL BE SO CONSTRUCTED THAT NO SURFACE WATER BE DRAINED ONTO THE ROADWAY PAVEMENT.
12. WITHIN 7 DAYS, THE APPLICANT WILL BE CONTACTED AND ADVISED OF THE RESULTS OF THE APPLICATION.
13. WHEN INSTALLING A MAILBOX, THE FRONT OF THE MAILBOX SHALL BE A MINIMUM OF 30" FROM THE EDGE OF THE ROADWAY PAVEMENT AND THE BOTTOM OF THE MAILBOX SHALL BE 42" TO 48" OFF THE GROUND. ALL MAILBOXES MUST BE MOUNTED ON BREAKAWAY WOODEN OR PLASTIC POSTS.

R. KYLE CROSS, P.E., P.S.  
PREBLE COUNTY ENGINEER  
1000 PREBLE DRIVE  
EATON, OHIO 45320  
PHONE: 937-456-4600

ALTERNATE DESIGNS AND/OR CONSTRUCTION PROBLEMS SHALL BE REVIEWED AND APPROVED BY THE COUNTY ENGINEER. DRIVEWAY CULVERTS SHALL BE REINFORCED CONCRETE, CORRUGATED METAL, OR AN APPROVED EQUAL.  
REVISED 4/25/2012

