

LASR (LOCALIZED ALTERNATIVE SIGN REGULATIONS)

Once operated by the Hamilton County Zoning Department, Sycamore Township residents voted in November 1998 to establish their own local zoning code and administrative procedures, much like that of the Hamilton County Zoning Department. The change would mean that the Trustees would be making the final zoning decisions in the Township. This new role for Sycamore Township is beneficial to the residents because we will be able to promptly respond to zoning violations and *local people will be making the decisions for our future*. The Zoning Commission is a commission of five Township residents appointed by the Trustees. The Zoning Commission makes decisions on some Planned Unit Developments (PUDI) and LASR's and makes recommendations to the Trustees on Township issues such as Zone Changes, Planned Unit Developments (PUDII), PUD Modifications, and provides feedback for the Township corridor studies, land use plan and specific public interest. Please contact the Planning & Zoning office for the step by step process to file for a zone change, PUD, LASR or Modification to a PUD.

WHAT IS A LASR? The purpose of an LASR is to allow for the creation of special signage for large scale land uses, such as shopping centers, office parks, airports, large institutions, universities, medical centers or other uses having multiple buildings.

HOW DO I APPLY FOR AN LASR OR LASR MODIFICATION? An LASR or LASR modification may be applied for only after a Zoning Plans Examiner has refused to issue a zoning certificate. Following the refusal of a zoning certificate, if the applicant should choose to proceed with the project, the completed application packet and application fee shall be filed with the Planning & Zoning Department by the date outlined. You may schedule an appointment with the Zoning Director if you have any questions or wish to further discuss details of a case prior to submission.

WHAT IS THE COMPLETE LASR PROCESS?

1. Pre-application meeting

The applicant is encouraged to meet with the Township to discuss the proposal. During this meeting, the Township will provide access and information to any approved plans for the surrounding area.

2. Submission

Should the applicant choose to proceed with the process, all required drawings, fees, application, and letters must be submitted by the date outlined. The applicant is responsible for submittal to outside agencies at this time.

3. Sycamore Township Zoning Commission

The applicant and the Planning and Zoning Department present the case before the board. The Township will provide all presentation materials and graphics in a power point presentation. All outside agency reviews are required prior to this hearing. During this time, comments from surrounding property owners may be heard.

4. Thirty (30) Day Referendum/Appeal Period

Any decision made by the Zoning Commission in regards to an LASR is not official until a period of 30 days has passed. During that time, the decision can be appealed to the Hamilton County Municipal Court by a surrounding property owner or the applicant.

LASR APPLICATION COMPLETENESS CHECKLIST

- 1. Letter of Intent – Submit (10) typed copies addressed to the Board containing the following information:**
 - a. A description that describes the current signage of the premises (if applicable)
 - b. The size of the building involved
 - c. A description of proposed signage
 - d. Character of development (architectural treatment, density, intensity)
 - e. Description of surrounding land uses
 - f. The specific changes in the character and conditions of the area which have occurred to make the property no longer suitable or appropriate for the existing signage or to make the property appropriate for the signage being requested
 - g. The effect on (1) community objectives and plans (2) character of the immediate area (3) adjacent property (4) public facilities and services
 - h. Other information the applicant feels may be pertinent and would be helpful to the Zoning Commission in their review

- 2. Zoning Plat – Submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:**
 - a. All existing property lines and parcel numbers for each parcel within subject
 - b. Title, Scale and North arrow (North shall be at the top of the plat)

- 4. Existing Features – Submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:**
 - a. Location of existing signage on the subject site

- 5. Proposed Features – Submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:**
 - a. Name of project, date, scale, North arrow (with North at the top of the plan), map title, title, total number of sheets and sheet number
 - b. Name of the applicant, present owners and person preparing map
 - c. Vicinity map that identifies the site with references to surrounding areas and existing street locations
 - d. Zone (gross) area of entire site; site (net) area including right-of-way
 - e. Summary table with the following information:
 - 1. existing signage
 - 2. proposed signage

- 7. Plan-Color/Presentation Copy – The applicant is required to submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file. The color proposed development plan shall not be mounted and will be kept as part of the file.**

- 8. Architectural Graphics – The applicant is required to submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:**
 - 1. elevations
 - 2. cross section

Sycamore Township Zoning Commission
 Schedule of Meeting Dates/Deadlines
For PUD's / Modifications to PUD's and LASR Plans ONLY
 2016

All submissions must be made by 12 noon local time on the date listed below.

<p>JANUARY Deadline: 12/21/2015 Legal Ad/Notice: 12/31/2016 ZC Meeting: 01/11/2016</p>	<p>JULY Deadline: 06/20/2016 Legal Ad/Notice: 06/30/2016 ZC Meeting: 07/11/2016</p>
<p>FEBRUARY Deadline: 01/19/2016 Legal Ad/Notice: 01/28/2016 ZC Meeting: 02/08/2016</p>	<p>AUGUST Deadline: 07/18/2016 Legal Ad/Notice: 07/28/2016 ZC Meeting: 08/08/2016</p>
<p>MARCH Deadline: 02/22/2016 Legal Ad/Notice: 03/03/2016 ZC Meeting: 03/14/2016</p>	<p>SEPTEMBER Deadline: 08/22/2016 Legal Ad/Notice: 09/01/2016 ZC Meeting: 09/12/2016</p>
<p>APRIL Deadline: 03/21/2016 Legal Ad/Notice: 03/31/2016 ZC Meeting: 04/11/2016</p>	<p>OCTOBER Deadline: 09/19/2016 Legal Ad/Notice: 09/29/2016 ZC Meeting: 10/11/2016*</p>
<p>MAY Deadline: 04/18/2016 Legal Ad/Notice: 04/28/2016 ZC Meeting: 05/09/2016</p>	<p>NOVEMBER Deadline: 10/24/2016 Legal Ad/Notice: 11/03/2016 ZC Meeting: 11/14/2016</p>
<p>JUNE Deadline: 05/23/2016 Legal Ad/Notice: 06/02/2016 ZC Meeting: 06/13/2016</p>	<p>DECEMBER Deadline: 11/21/2016 Legal Ad/Notice: 12/01/2016 ZC Meeting: 12/12/2016</p>

*Tuesday meeting due to a holiday on Monday