

MODIFICATIONS TO A PUD (PLANNED UNIT DEVELOPMENTS)

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 Planning & Zoning Commission makes recommendations to the Trustees on all Township issues such as Zone Changes, Planned Unit Developments, PUD Modifications, LASR's 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 PUD, or Modification to a PUD.

WHAT IS A PLANNED UNIT DEVELOPMENT? A PUD is a means of land regulation which promotes large scale, unified land development by means of mid-range, realistic programs in chase of physically-curable, social and economic deficiencies in land and cityscapes. Where appropriate, this development promotes:

- A mixture of both land uses and dwelling types with at least one of the land uses being regional in nature
- The clustering of residential land uses providing public and common open space
- Increased administrative discretion to a local professional planning staff while setting aside present land use regulations and rigid plat approval processes
- The enhancement of the bargaining process between the developer and government municipalities which in turn strengthens the municipality's site plan review and control over development for potentially increased profits due to land efficiency, multiple land uses, and increased residential densities.

WHAT IS A PUD MODIFICATION? A PUD Modification is a modification to a previously approved Planned Unit Development. Modifications can be either Major or Minor changes to the plan.

WHAT IS THE DIFFERENCE BETWEEN A MAJOR AND MINOR ADJUSTMENT?

MAJOR: Major adjustments involve any request for modification to the written conditions of the approval. Major Adjustments require a public hearing before the Zoning Commission and the Board of Trustees.

MINOR: Minor adjustments shall be the minimum necessary to overcome a particular difficulty or to achieve a more functional and desirable use of the property than was originally anticipated. Minor adjustments do not require a public hearing but rather can be approved at a staff level.

HOW DO I APPLY FOR A PUD MODIFICATION? A PUD 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 chooses 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 PUD MODIFICATION 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 information, feasibility, suggestions or alternatives to the plan and decide whether the plan will be a Major or Minor modification.

2. Submission

All required drawings, fees, applications, and letters must be submitted by the date outlined. The applicant is responsible for submittals to outside agencies at this time.

3. Sycamore Township Zoning Commission (for PUD II's only)

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. The Commission will make a recommendation to the Sycamore Township Trustees. All outside agency reviews are required prior to this hearing. Comments from surrounding property owners may be heard at this time.

4. Sycamore Township Board of Trustees (for PUD II's only)

The applicant and the Planning and Zoning Department present the case before the Board of Trustees. The Township will provide all presentation materials and graphics in a power point presentation. During this time, comments from surrounding property owners may again be heard. A majority vote by the Board of Trustees is required to overturn an approval or disapproval of the Sycamore Township Zoning Commission decision.

5. Thirty (30) Day Referendum/Appeal Period

Any decision made by the Township Board of Trustees on a zoning amendment 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.

PUD APPLICATION COMPLETENESS CHECKLIST

1. Metes and Bounds Description – Submit (10) copies containing the following information:

- a. A metes and bounds description of the subject site;
- b. The amount of area contained within the site, and
- c. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be developed is a complete, proper and legal description thereof.

2. Letter of Intent – Submit (10) typed copies addressed to the Board containing the following information:

- a. A description that describes the change of the premises
- b. The size of the area involved
- c. A description of proposed use (for land or building)
- 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 zoning classification or to make the property appropriate for the proposed use
- 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 and Board of Trustees in their review

3. 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 site and within 200 feet of exterior boundary of the subject tract, and the last name of the owners within 200 feet
- b. Metes and bounds and dimensions of subject property and area contained therein (in acres)
- c. Existing zone districts (shown in dashed lines with heavier line weight than property lines) and zone designations (for site and adjacent areas)
- d. Title, Scale and North arrow (North shall be at the top of the plat)
- e. Area of proposed rezoning indicated by crosshatching or shading
- f. Street names and right-of-way lines with line weight heavier than property lines
- g. Distance from subject property to nearest street intersection and or section corner
- h. Proposed zone district lines shall extend to the centerline of all dedicated streets; and
- i. Surveyor's stamp

4. Existing Features – Submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:

- a. Existing property lines, right-of-way and utility easements for the entire tract and each parcel involved
- b. Location of existing zone boundaries and up to 200 feet outside the subject site
- c. Existing contour lines (dashed) at ten foot intervals or less and including (200) feet beyond to determine storm drainage. Indicate sources and date of data
- d. Existing trees and shrubs
- e. Location of watercourses and areas subject to 50 year flood and 100 year flood (indicate source)
- f. the use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features (indicate structures to be demolished in dashed lines)

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. proposed use of all facilities
 - 2. floor area including basements (if non-residential)
 - 3. number of dwelling units
 - 4. parking spaces required; parking spaces provided
 - 5. seating capacity (where appropriate)

- 6. impervious surface ratio
- f. Perimeter boundary of subject site (excluding right-of-way)
- g. Metes and bounds and dimensions of requested area
- h. The general location and use of all proposed structures on the subject site including buildings, recreation facilities, parking facilities, trash stations, dumpsters, fences, walls, sidewalks, curbs, mechanicals, etc.
- i. Location and dimensions of future building additions and phases of implantation if contemplated
- j. Location and dimensions of proposed off-street parking. Show individual parking spaces, loading areas, aisles, and traffic patterns, driveways for ingress and egress and type of pavement
- k. Specify front, side and rear yard setbacks of structures and parking areas (indicate if at variance with Zoning Resolution)
- l. Generalized location of anticipated earthwork
- m. Location and Dimensions of proposed streetscape buffer, boundary buffer and interior parking lot landscaping,
- n. Construction limits (area to remain undisturbed); location of existing trees and shrubs that will remain and their appropriate diameter or form of canopies
- o. Location, dimension, and number (including heights and sq. ft.) of all signs, location and general type of exterior lighting (including height, cut-off angle)
- p. Location and details of proposed traffic improvements such as acceleration and deceleration lanes, channelization, etc.
- q. Location and dimensions of right-of-ways, easements and all land to be dedicated to the Township, County or reserved for specific uses
- r. Typical sections of all right-of-ways
- s. Location of proposed retention and detention basins and storm water management
- **6. Preliminary Grading Plan** – The applicant is required to submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing a preliminary grading plan identifying proposed contour lines at 2-ft intervals. The contour lines shall be extended to the adjacent property lines and/or right-of ways.
- **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 Sections
 - 3. typical floor plans

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