



City of Circleville  
Department of Public Service  
City Administration Building  
104 East Franklin Street  
Circleville, OH 43113  
740-477-8224  
www.circlevilleoh.gov

Preliminary PMD #: \_\_\_\_\_  
Fee Amount \$ \_\_\_\_\_  
Collected By: \_\_\_\_\_  
Date: \_\_\_\_\_

# Application for Preliminary Planned Mixed Use District (PMD)

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner/Developer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

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

(if no actual address, description of location)

Zoning District: \_\_\_\_\_ Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Date of Pre-Application Meeting with the Planning & Zoning Commission/Service Director: \_\_\_\_\_

Preliminary Development Plan with all required information attached:  Yes  No

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Planning & Zoning Commission Portion -----

Upon receipt, the Preliminary PMD Application will be submitted to the City of Circleville Planning & Zoning Commission for their review and scheduling of a Public Hearing.

Planning & Zoning Commission Recommendation to City Council:

Approve  Deny

Approve with the following modifications: \_\_\_\_\_

\_\_\_\_\_  
*Planning & Zoning Commission Chairperson*

\_\_\_\_\_  
*Date*

----- City Council Portion -----

Upon receipt of the recommendation by the Planning & Zoning Commission, City Council will schedule a Public Hearing and review and take action on the application. Following approval, the subject property shall be considered as zoned PMD.

Action by City Council:

Approved  Denied

\_\_\_\_\_  
*City Council President*

\_\_\_\_\_  
*Date*

Preliminary PMD Application Checklist

- Name, address, and phone number of applicant
- Legal description of property
- Description of existing use
- Present and proposed zoning districts
- A vicinity map at a suitable scale, showing property lines, streets, existing and proposed zoning for all properties adjacent to and within 200 feet from the proposed site
- A list of all property owners within 200 feet from the proposed site, and their address as appearing on the Pickaway County Auditor's current tax list.
- Proposed schedule for development of the site
- Evidence that the applicant has sufficient control over the land in question to effectuate the proposed development plan
- A traffic impact study prepared, signed and sealed by a Professional Engineer. Vehicle trips shall be determined utilizing the ITE Trip Generator Book (8<sup>th</sup> edition or most current publication)
- A preliminary Development Plan drawn to scale, prepared by a registered architect, registered engineer and/or registered landscape architect. Such plan shall contain the following information at a minimum:
  - Selected uses by area or specific building location, allocation of land use by type as measured in acres, adjacent existing land use, right-of-way, and relationship to adjacent land use
  - General location of thoroughfares, including type, as well as location and size measured in number of parking spaces for all off-street parking areas, including curb cuts.
  - Open space and the intended uses therein and acreage provided
  - Residential land uses summarized by lot size, dwelling type and density.
  - Existing and proposed roads, buildings, utilities, permanent facilities, easements, rights-of-way and abutting property boundaries.
  - Physical features and natural conditions of the site including soils, the location of vegetation and existing tree lines.
  - Surface drainage and areas subject to flooding.
  - Preliminary plan for water, sewer, storm drainage and other utility systems, as well as a general analysis by a Professional Engineer attesting to the general engineering feasibility of the project, as proposed.

This Application is:       Complete       Incomplete

\_\_\_\_\_

*Zoning Inspector*

\_\_\_\_\_

*Date*

Comments: