



City of Circleville

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

Application #: _____

Date: _____

Application for Zoning Amendment/Rezoning

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction with dimensions must be submitted with application. All distances between the proposed construction, property lines and other structures must be labeled.

Applicant Name: _____ Phone #: _____

Applicant Address: _____ E-mail: _____

Property to be Rezoned:

Address: _____ Parcel #: _____

Owner: _____ Phone #: _____

Owner Address: _____

Property being on the _____ side of _____ street
(North, South, East, West) (Street Name)

Between _____ and _____
(Street Name) (Street Name)

Current Zoning District: _____ Current Land Use: _____

Proposed Zoning District: _____ Proposed Land Use: _____

Surrounding Land Uses:

North: _____ South: _____

East: _____ West: _____

Proposed Zoning Code Amendment: (additions use bold, deletions use strikethrough. If not applicable, write N/A. Attach additional pages if needed)

Three horizontal lines for providing the proposed zoning code amendment details.

By signature, I attest to the truth and exactness of all information submitted.

Applicant Signature: _____ Date: _____

Property Owner Signature:

I, _____ (Print Name) hereby authorize the applicant/agent listed above to file this application on my behalf and agree to amendment of the same as they deem appropriate.

Owner Signature: _____ Date: _____

Individual subscribed and sworn in my presence this _____ day of _____, 20____

Notary Public Signature: _____ Date: _____

Non-individual property owner's signature: _____

Non-individual subscribed and sworn in my presence this _____ day of _____, 20____

Notary Public Signature: _____ Date: _____

----- Do not fill below line -----

Fee Collected: _____ By: _____ Date: _____

Cash Credit Card #: _____

Check #: _____ Exp: ____/____ Security Code: _____ ZIP: _____

Name on Card: _____

Address: _____

Signature: _____

Accepted By: _____ Date: _____

----- P&Z Portion -----

The Planning & Zoning Commission recommends: Acceptance Rejection

Acceptance with the following modifications: _____

(P&Z Chairperson)

(Date)

----- Council Portion -----

City Council Decision: Acceptance Rejection

Acceptance with the following modifications: _____

(Council President)

(Date)

Zoning Amendments/Rezoning

Section 1113.04 Zoning Amendments

- a) Map and Text Amendments to this Ordinance may be initiated by any of the following methods:
 - 1. By referral of a proposed amendment to the Planning and Zoning Commission from City Council.
 - 2. By adoption of a motion of the Planning and Zoning Commission
 - 3. By the filing of a completed application by at least one (1) owner or lessee of property, or his/her designated agent, within the area proposed to be affected by the amendment.

Each year the City of Circleville Planning and Zoning Commission shall adopt a Zoning Amendment Schedule, which shall include monthly submittal deadlines for zoning amendment applications. The submittal deadline immediately following the submission of a completed application, as determined by the Zoning Inspector, shall be considered the “submittal date” of said application.

Please acknowledge that you have read and understand the above:

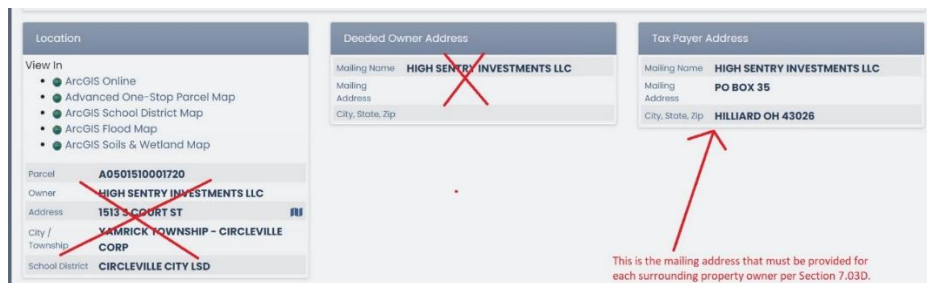
Applicant Signature: _____

Date: _____

Zoning Amendment/Rezoning Application Checklist

Property Address: _____ Parcel #: _____

- Three paper copies of the application submitted to the City of Circleville
- One electronic copy of the application submitted to the City of Circleville
- Proposed text changes to the zoning code included in application (if applicable)
- Proposed map changes, which include the following:
 - Legal description, prepared, signed and stamped by a surveyor registered in the State of Ohio, of the Tract to be rezoned including all parcels within said Tract (an existing legal description on file with the Pickaway County Recorder's office may be utilized to meet this requirement).
 - Map showing the Tract and surrounding properties within 200 feet of that shows property lines of the Tract and surrounding parcels.
 - List of property owners(s) within 200 feet, contiguous to, and directly across the street from the Tract to be rezoned and their addresses as they appear on the Pickaway County Auditor's current tax list (this requirement may be waived when the Tract proposed to be rezoned includes more than ten (10) parcels) (see attached example)



- Traffic study, signed and sealed by a professional Engineer (if applicable)

Traffic study is required if the uses permitted within a proposed zoning amendment can generate one hundred (100) or more a.m. or p.m. peak hour trips and/or more than five (500) hundred or more daily vehicle trips or when otherwise required by the Service Director.

- A narrative statement explaining how the proposed changes will impact the adjacent neighborhood and the City as a whole
- Paid application fee

Application Timeline

For general guidance only – timeline not to be used for regulatory purposes.

