



3271 Cheshire Rd
 Delaware, OH 43015
 740-548-6350
 www.berlintwp.us

Application # _____
 Date received _____
 Township Fee* \$ _____
 Make Check Payable to Berlin Township
 *Fee is \$3,000 plus \$150 per acre (500 acre max). Additional fees may be required to cover actual cost as per section 15.06(G) and 19.06(G)

Application for Berlin Business Park/Circle one: Article 15 (BCO) - Article 19 (BIO)

Name of applicant _____

Address of applicant _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name of Property owner _____

Address of property owner _____

City _____ State _____ Zip _____

Phone _____ Email _____

Location/address of property to be rezoned _____

Parcel number(s) _____

Current zoning _____ Current use _____ Total acres _____

NCAIS Code No. _____ Proposed Use _____ Acres to rezone _____

The applicant(s) shall hold pre-application meetings with the Berlin Township Zoning Inspector and provide three (3) draft copies for consideration.

Once the Zoning Inspector confirms completeness, the applicant shall prepare and submit **twenty (20) copies of this application, the Development Plan, and all attachments, along with one PDF copy and all applicable fees** to the Berlin Township Zoning Inspector. The application shall be signed by the applicant and all owners of property included in the application. The Berlin Township Zoning Inspector will provide the copies to the Architectural Review Board upon receiving a fully completed application.

The undersigned hereby certify that the information contained in this application and its supplements are true, correct, and complete. The undersigned agree to be bound by the provisions of the Berlin Township Zoning, and also gives Berlin Township permission to place signage on the subject property to announce hearings.

Property Owner: _____ Date: _____

Property Owner: _____ Date: _____

Applicant: _____ Date: _____

The application must be accompanied by a development plan, which must *clearly address by way of header and summary in sequence*, the following supporting information and documentation in text and map form: Article 15 - 15.06 (B-C); Article 19 - 19.06 (B-C). (Please see template for example)

- I) A survey plat and legal description by a registered Ohio surveyor showing the size and location of the proposed development.
- II) A finished grading plan drawn at a scale of 1"=100' or other scale acceptable to the Zoning
- III) An exhibit demonstrating environmentally-sensitive areas such as the 100-year floodplain, wetlands, and slopes greater than 20%
- IV) A Development Plan drawn to a scale of at least 1"=100' or other scale acceptable to the Zoning Inspector demonstrating the details listed therein.

The Development Plan Contents shall include in text and map form the following proposed features:

- A.** The general development character and all permitted uses, identified by NAICS code, and accessory uses to be located on the tract including the limitations or controls to be placed on all uses, with proposed lot sizes, and minimum setback requirements. Other development features, including landscaping, entrance features, signage, pathways, sidewalks, recreational facilities, common open space areas, and all commonly owned structures shall be shown in detail identifying the quantity and type and typical section of each.
- B.** Architectural design criteria including materials, colors and elevations for all structures and criteria for proposed signs that comply with the architectural requirements of this resolution.
- C.** Building heights and dimensions.
- D.** Off-street parking.
- E.** Landscape Plan identifying each plant, shrub, or tree by name, its size at planting, and rendering of how that area of the development would look in elevation.
- F.** Signage plan, showing all proposed signage and dimensions.
- G.** Exterior Lighting Plan to show how exterior lighting fixtures will be shaded whenever necessary to avoid casting direct light upon any adjoining property.
- H.** The proposed provisions for water, fire hydrants, sanitary sewer, and surface drainage with engineering feasibility studies or other evidence of reasonableness. Line sizes and locations, detention basins and drainage structures shall be drawn. A copy of letters from the **County Engineer** and **Sanitary Engineer** stating general feasibility road geometries, surface drainage, and the provision of sewer shall be included.
- I.** A Traffic Impact Analysis by a competent traffic engineer, based upon new trip generation as estimated by the **Delaware County Engineer's standards** and showing the proposed traffic patterns, public and private streets, and other transportation facilities, including their relationship to existing conditions, topographical and otherwise. An **internal traffic flow diagram** showing the vehicle movements and circulations internal to the site (including any private roads) shall also be submitted.

J. The relationship of the proposed development to existing and probable uses of surrounding areas during the development timetable.

K. Location of all uses within the site and the location of schools, parks and other public facility sites within or adjacent to the site.

L. The proposed time schedule for development of the site including streets, buildings, utilities, and other facilities.

M. If the proposed timetable for development includes developing the land (including open space) in phases, **all phases** developed after the first, which in no event shall be less than five (5) acres or the whole tract (whichever is smaller), shall be fully described in textual form in a manner calculated to give Township Officials definitive guidelines for approval of future phases. This schedule shall include a detailed list of all items to be constructed in each phase of the development, including but not limited to any amenities such as fountains, tot lots, etc. This information must also include a set of documents for establishing any proposed Homeowners' Association including the proposed time frames for turning said association over to the residents. The phasing plan must also include information to clearly indicate that the requirements of Section 15.05(A)(5)(b) are being met.

N. The ability of the applicant to carry forth this plan by control of the land and the engineering feasibility of the plan.

O. Evidence of the applicant's ability to post a bond or an irrevocable letter of credit if the plan is approved assuring completion of public service facilities to be constructed within the project by the developer.

P. All drawings that are a part of the Development Plan shall respectively bear the seals of the preparing architect, landscape architect, and/or professional engineer. The respective professional attaching his or her seal to the drawings must be licensed to practice in the state of Ohio.

Q. The manner and method to be utilized in order to achieve and maintain compliance with the general criteria for the respective district.

R. The manner in which the applicant will mitigate any nuisance effects of the proposed uses such as, but not limited to: a) Fire and Explosion Hazards; b) Air Pollution; c) Glare, Heat and Exterior Lighting; d) Dust and Erosion; e) Liquid or Solid Wastes; f) Vibration and Noise; g) Odors.

S. The proposed locations of any proposed cluster **mailbox** units, associated off-street parking spaces, and proposed methods for maintaining said units and parking spaces.

T. Letters required include: Delaware County Regional Planning Commission (DCRPC), Berlin Township Fire, Delaware County Engineer (see above); Delaware General Health District and/or Ohio EPA (for On-site Water and/or Wastewater System); Delaware Soil and Water; Any other applicable Federal, State, and/or local agencies.

U. The Township Zoning Commission and Board of Township Trustees may impose special additional conditions relating to the development with regard to type and extent of public improvements to be installed. This includes but is not limited to landscaping, development, improvement, and maintenance of common open space as well as any other pertinent development characteristics.

Basis of Approval

Basis of Approval. In determining whether or not to approve an Application and Development Plan, the reviewing authorities shall consider the following:

Article 15 (BCO) - Section 15.06(E)

1. That the proposed development is consistent in all aspects with the purpose, criteria, intent, and standards of this Zoning Resolution.
2. That the proposed development meets all applicable requirements of this Article and Zoning Resolution.
3. That the proposed development is in conformity with the comprehensive plan as adopted or concurrently amended or portion thereof as it may apply.
4. That the proposed development promotes the health, safety, and general public welfare of the township and the immediate vicinity.
5. That the proposed plan meets all of the design features required in this Resolution.
6. That the proposed development will be compatible in appearance with surrounding existing or proposed land uses.
7. That the development promotes the efficient use of land and resources, promotes greater efficiency in providing public utility services and encouraging innovation in the planning and building of all types of development.
8. That the proposed development is in the interest of public health, safety, welfare and morals of the township.

Article 19 (BIO) - Section 19.06(E)

1. That the proposed development is consistent in all aspects with the intent, and general standards of this zoning resolution.
2. That the proposed development is in conformity with the comprehensive plan or portion thereof as it may apply.
3. That the proposed development advances the health, safety and morals of the township and the immediate vicinity.
4. That the proposed development is in keeping with the existing land use character and physical development potential of the area.
5. That the proposed development will be compatible in appearance with the remainder of the district.
6. That the minimum open space as required herein has been provided.
7. That the proposed development is in the interest of public health, safety, welfare and morals of the township.