



INSTRUCTIONS TO FILE FOR A PLANNED DEVELOPMENT (PD) APPLICATION

Introduction – What is a Planned Development?

A “Planned Development” (or “PD”) is defined within the Hamilton Zoning Ordinance (HZO) as an alternative to standard zoning guidelines.

Planned developments are intended to:

- a) Encourage superior and imaginative design and function in developments;
- b) Establish an alternative procedure for the development of land in order to allow for more efficient and economic development of property than typical zoning regulations;
- c) Ensure orderly and thorough planning and review procedures that lead to higher quality design and development;
- d) Encourage the conservation of natural amenities of the landscape;
- e) Encourage the provision of usable common open space; and
- f) Enable greater review of design characteristics to ensure that the development project is properly integrated into its surroundings and is compatible with adjacent development.

Planned Development Applications include:

- (1) Establishment of a new planned development zoning district for a property, or
- (2) Amendment of an existing approved planned development on property already zoned PD, for converting existing buildings and lots into a different land use.
- (3) Application for a Specific Use for a property zoned Planned Development. Specific Uses, are land uses in a PD that require review and approval from the Planning Commission.

Approval of Planned Development Applications is not guaranteed.

- For a new Planned Development, an application must receive a favorable recommendation from the Planning Commission at a public hearing as well as final approval from the City Council.
- For an Amended Planned Development, an application must receive favorable and final approval from the Planning Commission at a public hearing.

All applications are reviewed for compliance with the review criteria found in the Hamilton Zoning Ordinance for each Planned Development District.

NOTE: proposing a subdivision will require a Subdivision/Platting application with this application in conjunction with this application.



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Introduction – What is a Waiver/Variance?

A waiver or variance, (Section 1132.43 of the HZO) is a minor relief granted from the rules of the zoning ordinance and the general design standards found in any Planned Development District. The applicant must prove the need for a waiver, and the Planning Commission shall consider and find that four (4) of five (5) criteria apply to the proposal.

Waivers may be requested along with a Planned Development application provided the relief being requested corresponds directly to the Planned Development that is being applied for. Approval of a waiver is not guaranteed. All applications are reviewed for compliance the criteria of the Planned Development District, and criteria of the Hamilton Zoning Ordinance.

Review Track for Applications

A **New Planned Development** application contains the following benchmarks. The process typically takes three (3) to four (4) months to complete for approved applications.

- Pre-Application Meeting
- Application Submittal
 - Applications are required to be submitted three weeks prior to the public hearing
- Staff Review & Processing
- Public Hearing - Planning Commission Meeting
 - For a new Planned Development Proposal: if the Planning Commission makes a favorable recommendation, the application continues to the City Council (Below) for final review and consideration
- City Council
 - City Council examines the merits of the submitted application and testimony provided at the Planning Commission and takes final action to deny, approve, or approve an application with conditions.

A **Major Amendment** to an Existing Planned Development application contains the following benchmarks. The process typically takes one (1) to two (2) months to complete for approved applications.

- Pre-Application Meeting
- Application Submittal
 - Applications are required to be submitted three weeks prior to the public hearing
- Staff Review & Processing
- Public Hearing - Planning Commission Meeting
 - For an Amendment to a Planned Development: the Planning Commission takes final action on the proposal.

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Pre-Application Meeting

Prior to the application process, set up a Pre-Application meeting with City of Hamilton Planning Staff by contacting 513-785-7350. The pre-application meeting is critical as it provides a forum for staff and applicant(s) to:

- Outline what sections of the Zoning Ordinance apply to your project.
- Outline the process and what to expect.
- Answer questions.
- Review required submittal materials.

Application Submittal

Following the pre-application meeting, an interested applicant(s) will submit their application to the Planning Department at 345 High Street, Suite #350.

The processing fee for Planned Development Applications depend upon the scope of the proposal. This will be determined at the pre-application meeting.

An application shall be considered filed when the application is completed, signed by the appropriate parties, and received by the Planning Department office along with all of the required submittal information (*Application Checklist, Page 5*) including the application fee.

No application will be accepted or reviewed without receipt of payment.

All information should be typewritten or printed legibly in ink, and signed by the applicant and the property owner. The application should include the following items:

- A completed application
- A copy of all relevant plans (*professionally drawn or drawn in a similar, legible layout*)
- A copy of all written supporting documentation.

Staff Review & Processing

Once an application has been deemed complete, Planning Staff will process the information and notify the required parties which includes you the applicant, and all property owners located within 500 feet of the subject property.

After notification, staff will send the application for interdepartmental review to allow other city departments to provide comments, if applicable, pertaining to their respective scope of authority. The information and comments are compiled into a report by staff and sent to applicants as well as the Planning Commissioners one (1) week prior to the public hearing.

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Public Hearing - Planning Commission Meeting

The Planning Commission meeting is a forum for the public to provide input or ask questions about a specific project or application. The role of the Planning Commission is to make a recommendation or decision on Planned Development applications in a manner that best serves the public health, safety, and welfare. In making their decision to approve or deny an application, the Planning Commission is required to utilize specific Decision Making Criteria, which includes the purpose of a Planned Development (Section 1132.00); and the objectives of the respective Planned Development Districts.

You, as the applicant, and/or your representative should be present at the meeting in order to have the case considered.

The following provides an overview of what to expect at your hearing:

- Planning Department Staff will present your application to the Planning Commission.
- You and/or your representative may then present any information or testimony that is relevant to the Planned Development to the Planning Commission.
- The Planning Commission will then hear from any other interested parties in what is known as the public hearing portion of the meeting.
- After considering all information presented, the Planning Commission renders a decision of favorable or denial.
- The Planning Commission may attach conditions to the approval of the application.

For a proposed new Planned Development, if the Planning Commission chooses to make a favorable recommendation of the application at the hearing, it will then be forwarded to the City Council for review and to take final action.

City Council – (applications for New Planned Developments only)

City Council will examine the merits of the submitted application and testimony provided at the Planning Commission at a Caucus Meeting. At this meeting Council will take action to deny or approve the application. Applications that are recommended for approval are drafted into an ordinance to be adopted by City Council authorizing the Planned Development along with any conditions. Approval of a City Ordinance requires two readings by City Council, which are done at subsequent Council Meetings.

Compliance with approved Final Planned Development

A Final Planned Development runs with the property for which it is approved; the final Planned Development and conditions of approval shall bind the applicant and their successors. Any violation of an approved Final Planned Development shall constitute a violation of the Zoning Ordinance.

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PLANNED DEVELOPMENT (PD) APPLICATION

I. APPLICATION REQUIREMENTS:

- General Requirements:**
 - **Pre-Application Meeting [Required]** (Date of Meeting: _____)
 - **Complete Planned Development Application Form**
 - **Required Application Fee**
 - **Establishing a new Planned Development District:**
 - **Sketch Review: \$100 Fee**
 - **Preliminary Planned Development: \$300 Fee**
 - **Final Planned Development: \$500 Fee**
 - **Amending an existing Planned Development:**
 - **Major Amendment to a Planned Development: \$500 Fee**
 - **Moderate Amendment to a Planned Development: \$250 Fee**
 - **Minor Amendment to a Planned Development: \$100 Fee**
 - **Required Application Materials** – (a) See Checklist.

Applicant Checklist

II. PROJECT OVERVIEW

- Description of Request(s)**
 - **Establish a Planned Development**
 - **Amendment of an existing Planned Development**
 - **Waivers/Variances (where applicable) – Section 1132.43**
- Project Description**
 - **Introduction / Background to proposal**
 - **Scope of proposed development**
 - **Scope of business operations (if applicable)**
- Residential Planned Developments: (RPD)**
 - **Minimum Requirements for RPD – Section 1118.170 / Section 1132.42**
 - (a) **Open space and recreational amenities – Section 1118.171**
 - (b) **Site Amenities – Section 1118.172**
 - (c) **Planning Commission Discretionary Points – Section 1118.173**
 - (d) **Multi-Family developments – Section 1118.180**
 - (e) **Buffer Requirements – Section 1118.191**
 - (f) **Building Design Standards – Section 1118.192**

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Applicant Requirements (continued)

III. SITE PLANS

- Basic drawing and location information**
 - North orientation arrow
 - Drawing scale information
 - Property lot lines
 - Street locations and names
- Proposed location, dimensions, height, areas, and setbacks to property lines:**
 - Buildings
 - Signage
 - Fencing
 - Parking
 - Dumpster enclosure
 - Accessory structures
- Access and circulation on the site**
 - Vehicles
 - Pedestrians
- Location of off-street parking:**
 - Off-street parking areas
 - Driveways
 - Parking locations
 - Parking space dimensions
 - Surface materials
- Signage**
 - Location
 - Setbacks
 - Area and Height
- Location of landscaping areas**
- Fencing height and materials (if applicable)**

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Applicant Checklist (continued)

IV. BUILDING PLANS:

- Color exterior building elevation drawings
- Building elevations showing:
 - Building heights
 - Building materials
 - Architectural details
 - Features
- Interior floor plan showing:
 - Room/area uses
 - Interior room dimensions
- Location of areas/facilities relevant to the Planned Development proposal
- Other

V. LANDSCAPING PLAN:

- Plans showing number, type, and location of:
 - Trees
 - Shrubs
 - Perennials / Flowering Plants

VI. LIGHTING PLAN (If Applicable):

- Plans showing:
 - Location of building facade lighting
 - Location of lighting on the site
 - Photometric plan / Amount of light generated by site



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Note: Staff correspondence pertaining to updates on your application, including reports and notifications, is conducted via email. Please be sure to include an email address for each of the contacts below. Staff is also able to notify additional individuals by providing their name and email address on a separate page titled "Additional Contacts" which should be included within your application.

PROPERTY ADDRESS: _____

Property Owner: _____

Owner's Mailing Address: _____

Email Address: _____ Phone Number: _____

Applicant's Name (If different from owner): _____

Applicant's Mailing Address: _____

Email Address: _____ Phone Number: _____

Architect / Engineer: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Previous Legal Use of Property: _____

Date Previous Use Discontinued: _____

Proposed New Use of Property: _____

PLEASE NOTE:

Incomplete applications or applications missing the required materials necessary to conduct a review will not be reviewed by staff nor will they be placed on the agenda to be heard by the Planning Commission until all required information has been submitted.

CERTIFICATION:

I certify that all of the information contained in this Application is complete, true, and accurate.

Applicant's Signature: _____ **Date:** _____

Property Owner's Signature: _____ **Date:** _____

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2019 Planning Commission - Meeting Calendar

Meetings are the first and third Thursday of every month, except for City Holidays,

First Thursday Meeting of every month is at 1:30 pm
Third Thursday Meeting of every month is at 6:00 pm

Meetings are in the City Council Chambers, 1st Floor, 345 High Street, Hamilton, Ohio 45011.

Meeting Date	Application Deadline
<i>January 7, 2019</i>	<i>December 17, 2018</i>
<i>January 22, 2019</i>	<i>December 27, 2018</i>
<i>February 4, 2019</i>	<i>January 14, 2019</i>
February 21, 2019	January 28, 2019
March 7, 2019	February 14, 2019
March 21, 2019	February 28, 2019
April 4, 2019	March 11, 2019
April 18, 2019	March 28, 2019
May 2, 2019	April 11, 2019
May 16, 2019	April 25, 2019
June 6, 2019	May 13, 2019
June 20, 2019	May 30, 2019
July 5, 2019	June 10, 2019
July 18, 2019	June 27, 2019
August 1, 2019	July 11, 2019
August 15, 2019	July 25, 2019
September 5, 2019	August 15, 2019
September 19, 2019	August 29, 2019
October 3, 2019	September 12, 2019
October 17, 2019	September 26, 2019
November 7, 2019	October 17, 2019
November 21, 2019	October 31, 2019
December 5, 2019	November 14, 2019
December 19, 2019	November 28, 2019

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