



209 S. Main Street • Marysville, Ohio 43040  
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

**APPLICATION FOR  
PLANNED UNIT DEVELOPMENT (PUD) – SKETCH PLAN**

**\*\*\* IMPORTANT INFORMATION ~ Please read before completing the application\*\*\***

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by the Division of Engineering for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Commission agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- Any construction and/or occupancy of the site for which the sketch plan is being requested for shall not commence until all appropriate approved permits are obtained by the City and the County Building Department.

**Project Site Information** (Please print clearly)

Address of land to be rezoned: \_\_\_\_\_

Present Zoning District: \_\_\_\_\_ Present Use of the Land: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_ Proposed Use of the Land: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Address (Street): \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

**Applicant Information** (Please print clearly)

Applicant: \_\_\_\_\_  Owner  Agent  Representative  Other

Company: \_\_\_\_\_

Address (street): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Please contact the Division of Engineering prior to making your application submittal. The Division of Engineering is available to assist you in reviewing all application requirements to ensure your application is complete.**

**For staff Use**  
**Yes      No**

**Application Requirements**

		<b>REQUIRED FOR ALL SUBMITTALS:</b>
		One (1) original signed application
		Two (2) copies of the Sketch Plan Drawing ( <i>see below</i> ) for the entire area of the proposed development, drawn at a suitable scale and 24 x 36 inches in size (unless staff grants an alternative size)
		Two (2) copies of the Supplemental Map ( <i>see below</i> )
		Two (2) copies of the Application Information ( <i>see below</i> )
		Two (2) sets of mailing labels or a printed word template (5160 in size) containing the names and addresses of the property owner(s) contiguous to or directly across the street from the parcel(s) to be rezoned. You may also include the names and addresses of others that may have a substantial interest in the proposed rezoning. <i>Please refer to the County website <a href="http://www.co.union.oh.us/">http://www.co.union.oh.us/</a> to get this information and please make sure you go to the link for tax mailing address.</i>
		11 x 17 Sketch Plan Map for each mailing label.
		<b>DIGITAL SUBMITTAL REQUIRED:</b>
		All applications require a digital (.pdf) submittal (applications, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.
		<b>SKETCH PLAN DRAWING: (<i>Shall include the following information</i>)</b>
		The proposed name of the PUD, which shall not duplicate or closely approximate the name of any other PUD or subdivision in the City of County.
		Property owner's name and address
		Location by Virginia Military Survey (VMS)
		North arrow
		Vicinity map
		Boundaries of the PUD/subdivision and its acreage
		General location of proposed streets and right-of-way
		Existing natural and manmade features such as wetlands, rivers, streams, ponds, lakes and other water courses.
		Location of all wooded areas, tree lines, hedge rows, natural areas and other features and indicate if they are remain or will be removed.
		Current zoning classification of the tract(s) of land and properties within 500 feet of the development.
		The proposed location and size of each subarea and their intended general uses.
		General location of proposed bike paths and other trail systems.
		Identify any existing buildings or structures to be removed or demolished

*For staff Use*  
*Yes      No*

*Application Requirements*

		<b>SUPPLEMENTAL MAP:</b>
		Map showing the design of the proposed development along with all properties that are located within 500 ft. and how all of the developments relate.
		<b>APPLICATION INFORMATION</b> ( <i>submitted bound or in ringed binders</i> )
		A reduced copy of the map to be 11 by 17 inches in size
		Preliminary description of the zoning requirements for the PUD and each subarea within the PUD, which at a minimum shall include:
		General list of permitted and conditional uses
		General lot size requirements
		Density of the entire development and each individual subarea(s)
		Written presentation by the developer setting forth the following:
		How the development meets the proposed and specific objectives set for in Section 1145.01 of the Planning & Zoning Code
		How the proposed development impacts public services and facilities, including but not limited to, schools, water, sewer and traffic.
		How the proposed development conforms to the City's Comprehensive Plan

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

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

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Paid (stamp):** \_\_\_\_\_ **Fees:** \$500 \_\_\_\_\_

**The application has been reviewed and is found to be complete.**

\_\_\_\_\_  
City Staff

\_\_\_\_\_  
Date



Engineering, Planning and Zoning  
City Hall, 209 S. Main Street  
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**2019**  
**Planning Commission**  
**Meeting Schedule and Application Submission Deadline**  
(Applications due 21 days prior to meeting date)

<b>APPLICATION DEADLINE</b>	<b>MEETING DATE</b>
December 17, 2018	January 7, 2019
January 14, 2019	February 4, 2019
February 11, 2019	March 4, 2019
March 11, 2019	April 1, 2019
April 15, 2019	May 6, 2019
May 13, 2019	June 3, 2019
June 10, 2019	July 1, 2019
July 15, 2019	August 5, 2019
August 13, 2019	September 3, 2019
September 16, 2019	October 7, 2019
October 14, 2019	November 4, 2019
November 11, 2019	December 2, 2019
December 16, 2019	January 6, 2020