



209 S. Main Street • Marysville, Ohio 43040
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**APPLICATION FOR
ZONING AMENDMENT (RE-ZONING)**

***** 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 rezoning 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: _____

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

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

Date: _____

FOR CITY USE ONLY

Paid (Stamp):

Fee: \$500.00 _____

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

City Staff

Date

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

For staff Use
Yes No

Application Requirements

		REQUIRED FOR ALL SUBMITTALS:
		One (1) original signed application
		Two (2) copies of the Site Plan Drawing (<i>see below</i>) drawn at a suitable scale and 24 x 36 inches in size (unless staff grants an alternative size)
		(2) copies of a narrative addressing the following:
		The reason(s) for the proposed amendment
		Explanation detailing how the proposed amendment relates to the City's Comprehensive Plan. <i>The City's Comprehensive Plan can be found on the City's website www.marysvilleohio.org</i>
		Two (2) set 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 http://www.co.union.oh.us/ to get this information and please make sure you go to the link for tax mailing address.</i>
		DIGITAL SUBMITTAL REQUIRED:
		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.
		SITE PLAN DRAWING: (<i>Shall include the following information</i>)
		Identification of existing and proposed zoning of the site
		Location of all adjoining properties
		Location of all property lines
		Acreage to be rezoned
		Location of all existing streets, alleys and thoroughfares