



**C. Required Attachments**

Vicinity Map (see instructions for format)

List of Property Owners (see instructions for format)

Site Plan (see instructions for format)

Mailing Labels (see instructions for format)

**D. Authorization to Visit the Property**

Site visits to the property by City representatives are essential to process this application. By signing below, the owner/applicant authorizes City representatives to visit and photograph the property described in this application.

**E. Property Owner's Signature (If Different from Applicant)**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**F. Certification and Applicant's Signature**

I hereby certify that the information contained in this application and all attachments is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## **Zoning Map Amendment Application Filing Information City of Dayton, Ohio**

### **Application Requirements**

An application for a change to the official zoning map of the City of Dayton, Ohio, must be filed with the City Plan Board in the Department of Planning and Community Development on approved forms and the filing fee paid. Before submitting a zoning map amendment application, applicants are strongly encouraged to meet with Department of Planning and Community Development staff to discuss the proposed application. Any application that does not comply fully with the application requirements (e.g., inaccurate, incomplete, and/or missing attachments, fee not paid) shall be regarded as incomplete until it is submitted in the proper form.

The City of Dayton's official zoning code and official zoning map are on the City of Dayton's web site at [www.cityofdayton.org](http://www.cityofdayton.org).

### **Instructions for Completing Application**

#### **Item A. Name of Applicant**

Self-explanatory

#### **Item B. Description of Property to be Rezoned**

City of Dayton lot numbers and Montgomery County parcel I.D. numbers can be obtained from the Montgomery County Auditor's office and at [www.mcrealestate.org](http://www.mcrealestate.org). The parcel I.D. is the book, page, and index number of the lot. If the property to be rezoned consists of more than one parcel/lot, the City lot numbers and parcel I.D. numbers of all the parcels/lots that comprise the property must be listed.

The existing zoning for the subject property can be found on the zoning map on the City of Dayton's web site, [www.cityofdayton.org](http://www.cityofdayton.org), or by calling Zoning Administration at 937-333-3887.

The proposed zoning needed for the subject property, based on the proposed use of the property, can be determined by calling Zoning Administration at 937-333-3887.

Interest of Applicant: The applicant must state his or her particular interest in the case. Applications will be accepted from owners, lessees of property, or developers with an option on property within the area for which the zoning change is proposed. See Sections 150.125.2-150.125.3 of the city's zoning code for more information.

#### **Item C. Required Attachments**

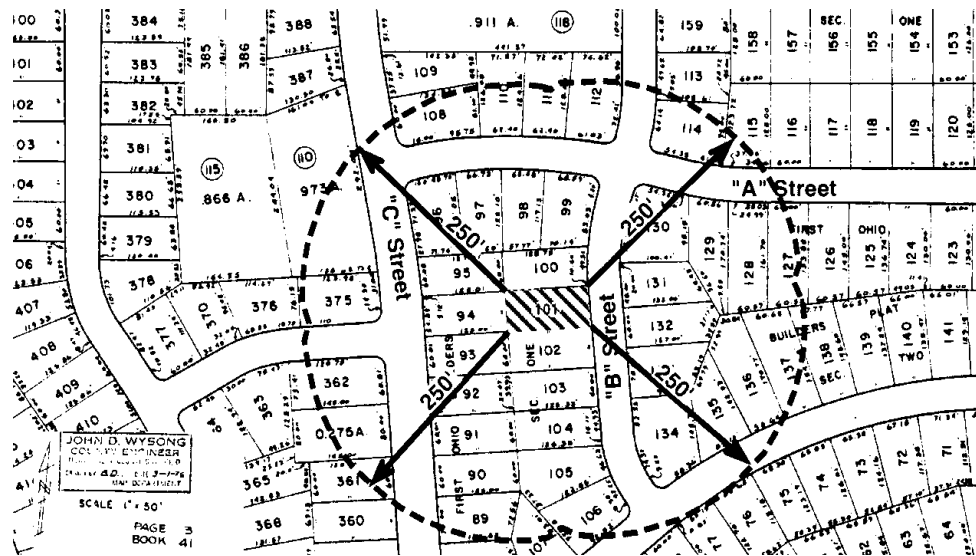
##### **Vicinity Map**

One copy of the vicinity map is required with application. The vicinity map is to be drawn to a legible scale, with the scale used noted on the map. The vicinity map is to show the subject property and all property within 250 feet, street and lot lines, parcel I.D. and lot numbers.

A vicinity map can be created from information available in the Montgomery County Administration Building, Auditor's Office, 451 West Third Street, Dayton, Ohio; from the Montgomery County, Ohio website ([www.mcrealestate.org](http://www.mcrealestate.org)); or an engineer or surveyor can prepare the map. If the applicant prepares the map, the page(s) used from the Montgomery County plat books must be identified.

If the vicinity map is larger than 8.5" x 11", a copy reduced to 8.5" x 11" must also be submitted with the application. A .pdf or .jpeg file of the vicinity map may be submitted in lieu of paper copies. Figure 1 is an example of a vicinity map.

**Figure 1. Vicinity Map**



### List of Property Owners

Using the maps obtained from the County Auditor's office, measure 250 feet from the perimeter of the subject lot. List all the names, tax mailing addresses, City of Dayton lot numbers, and parcel I.D. numbers of each property owner wholly or partially within the 250 feet radius, including those of the property to be rezoned. This information can be obtained from the Montgomery County Auditor's office and at [www.mc.realestate.org](http://www.mc.realestate.org). The parcel I.D. is the book, page, and index number of the lot. The City of Dayton lot number is listed as the "Legal Description" on the property records found at [www.mcrealestate.org](http://www.mcrealestate.org). Figure 2 is an example of a list of property owners.

**Figure 2. List of Property Owners**

Parcel I.D.	City Lot Number (Legal Description from <a href="http://www.mcrealestate.org">www.mcrealestate.org</a> )	Property Owner	Property Owner's Tax Mailing Address
R72 04103 0362	65277	George Washington	299 C Street Dayton, OH 45400
R72 04103 0375	65276	Thomas Jefferson	301 C Street Dayton, OH 45400
R72 04103 0095	65275	Abigail Adams	1700 Wisteria Way Utopia, OH 45555

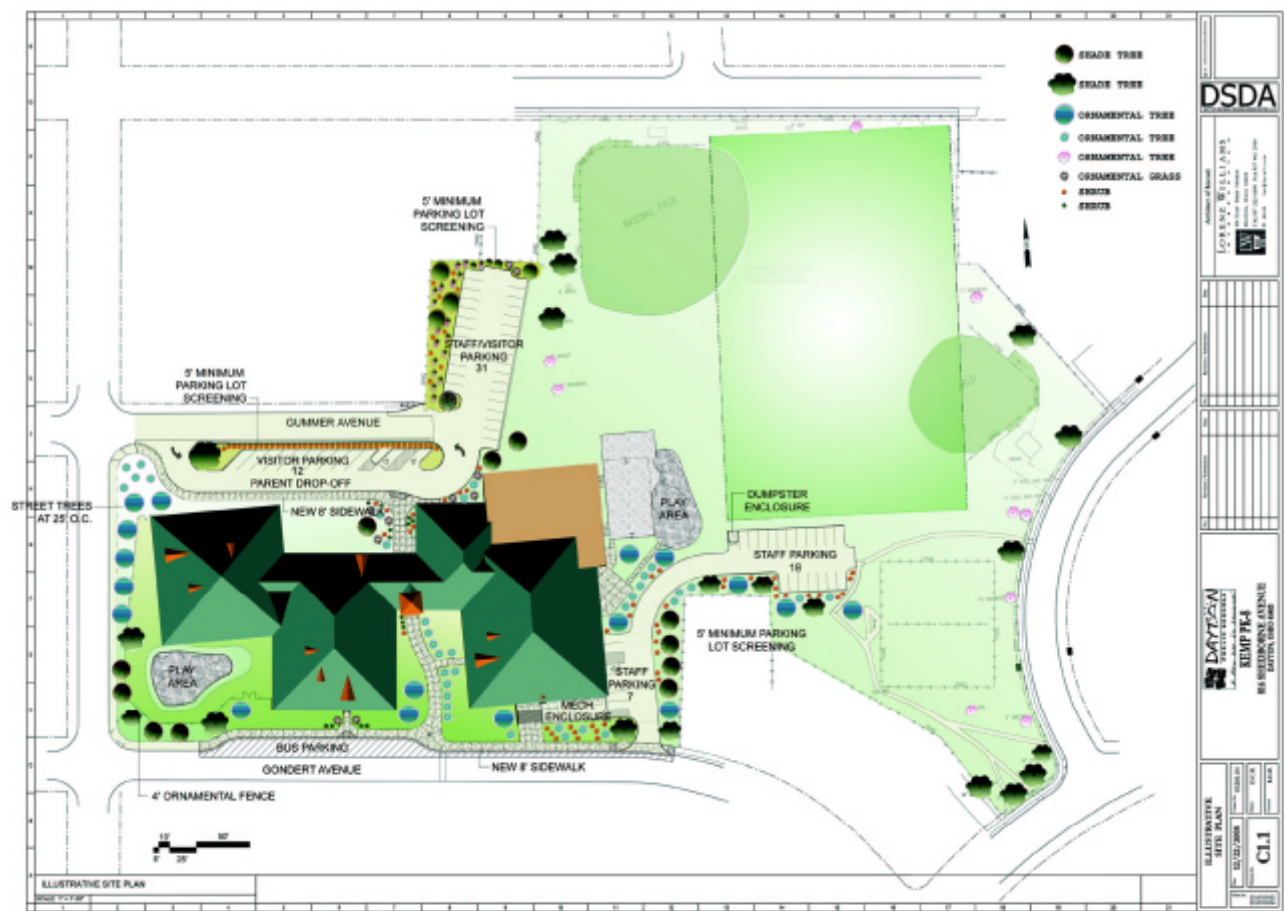
### Site Plan

One copy of a site plan is required with application. The site plan is to be drawn to a legible scale, and is to show existing structures on the subject property and any proposed construction, if any (see Figure 3). The scale on the site plan is to be a bar scale so the map can be scaled if it is reduced or enlarged. This plan must include a north arrow and should also be prepared by an engineer or surveyor. If space permits, this information can be shown on the vicinity map.

If the site plan is larger than 8.5" x 11", a copy reduced to 8.5" x 11" must also be submitted with the application. A .pdf or .jpeg file of the site plan may be submitted in lieu of paper copies. Staff may request a copy of the site

plan in AUTOCAD (.dwg) or ARCGIS (.shp, .mdb) formats. If requested in AUTOCAD or ARCGIS formats, the site plan data shall be projected in State Plane NAD83 Ohio South (feet) or Latitude and Longitude.

Figure 3. Site Plan



### Mailing Labels

Each application must include the property owners list (owner's name and tax mailing address) developed for “List of Property Owners” above, typed on mailing labels or typed on a mailing label template. An example is shown in Figure 4.

If submitted on mailing labels, three sets of labels are required in Avery 5160 format or an equivalent format. If submitted on a mailing label template, a template equivalent to the Avery 5160 format should be used. The template shown in Appendix A may also be used.

Figure 4. Mailing Labels

George Washington 2100 Park Place Dayton, OH 45400	Thomas Jefferson 2110 Park Place Dayton, OH 45400	Abigail Adams 1700 Wisteria Way Utopia, OH 45555
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**Item D. Authorization to Visit the Property**

Self-explanatory

**Item E. Property Owner's Signature**

The signature of the property owner, if different from the applicant, is required on the application. If two or more individuals own the subject property, the signature of one of the individuals is required on the application. In the case of a corporation, the signature of the corporate president or duly authorized representative is necessary. If the subject property is tax exempt, an authorized signatory must sign the application. If the subject property is being purchased under a recorded land contract, the signature of the vendee (purchaser) is required. If the subject property is being purchased under a land contract, but not a recorded land contract, the signature of the property owner as listed by the Montgomery County Recorder's Office is necessary.

**Item F. Certification and Applicant's Signature**

Self-explanatory. Staff may ask applicant for picture identification.

**Review and Adoption Process****Plan Board Hearing**

The City's zoning code requires that all proposed map amendments go before the City Plan Board for review. After receipt of a complete application, the City Plan Board will schedule a public hearing on the proposal in accordance with Sections 150.125.5 and 150.125.7 of the city zoning code. Notices of the public hearing are sent to property owners within 250 feet of the subject property and to the Priority Board in which the subject property is located. The Priority Board may invite the applicant to present his or her case for the map amendment to the Priority Board or its Land Use Committee. If the Priority Board or Land Use Committee has a recommendation on the proposal, they will forward it to the Plan Board for consideration.

The applicant will have an opportunity to present his or her case for the map amendment at the Plan Board public hearing. In addition, all views, pro and con, may be presented by any interested citizen in person or by letter at the public hearing. After a public hearing and review of the pertinent facts involved in the case, the Plan Board will forward its recommendation for approval or disapproval of the zoning map amendment to the City Commission for further action. See Sections 150.125.7 and 150.125.8 of the city zoning code for more information about the Plan Board decision-making process, and the items the Plan Board should consider when making its recommendation.

**Action by the City Commission on Requests for Zoning Map Amendments**

If the Plan Board recommends approval, or approval with modifications, of the proposed zoning map amendment, the City Commission will hold a public hearing on the proposal. The applicant will have an opportunity to present his or her case for the map amendment at the public hearing. In addition, all views, pro and con, may be presented by any interested citizen at the public hearing. After a public hearing and review of the pertinent facts involved in the case, the City Commission will decide whether or not to approve the zoning map amendment. The City Commission must approve a zoning map amendment in order for it to become effective. Map amendments usually take effect immediately upon approval by the City Commission. See Sections 150.125.8-150.125.11 of the city zoning code for more information.

If the Plan Board recommends disapproval of the proposed map amendment, within twenty days of the Plan Board decision, the applicant may notify the Clerk of the City Commission and Secretary to the Plan Board in writing that he or she desires a public hearing before the City Commission. The City Commission will hold a public hearing on the proposed amendment. The applicant will have an opportunity to present his or her case for the map amendment at the public hearing. In addition, all views, pro and con, may be presented by any interested citizen at the public hearing. After a public hearing and review of the pertinent facts involved in the case, the City Commission will decide whether or not to approve the zoning map amendment. The City Commission must approve a zoning map amendment in order for it to become effective. See the Sections 150.125.8-150.125.11 of the city zoning code for more information.

**Appendix A**  
**Mailing Label Template**  
May be used in lieu of the Avery  
5160 template or its equivalent.
