

COMPLETENESS CHECKLIST FOR APPLICANTS

(Some items may not be required for Minor/Major Modifications and Text Amendments)

- 1. Letter of Intent – Submit (10) typed copies addressed to the Planning and Zoning Director containing the following information:**
 - a. A description of the proposed application
 - b. The size of the area involved
 - c. A description of proposed use (for building, land, map or text)
 - d. Character of development (architectural treatment, density, intensity)
 - e. Description of surrounding land uses (R-1, B-1, PUD etc.)
 - f. The specific changes in the character and conditions of the area which have occurred to make the property no longer suitable or appropriate for the existing zoning classification or to make the property appropriate for the proposed use
 - g. The effect on (1) community objectives and plans (2) character of the immediate area (3) adjacent property (4) public facilities and services
 - h. Other information the applicant feels may be pertinent and would be helpful to the Commission(s) and/or Board of Trustees in their review

- 2. Metes and Bounds Description – Submit (10) copies containing the following information:**
 - a. Metes and bounds description of the subject site(s)
 - b. The amount of area contained within the site(s), and
 - c. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be developed is a complete, proper and legal description thereof.

- 3. Zoning Plat – Submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:**
 - a. All existing property lines, rights-of-way, recorded easements and parcel numbers for each parcel within subject site and within 200 feet of exterior boundary of the subject tract, and the last name of the owners within 200 feet
 - b. Metes and bounds, and dimensions of subject property and area contained therein (in square feet)
 - c. Existing zone districts (shown in dashed lines with heavier line weight than property lines) and zone designations (for site and adjacent areas)
 - d. Title, Scale and North arrow (North shall be at the top of the plat)
 - e. Area of proposed rezoning indicated by crosshatching, poche or shading
 - f. Street names and right-of-way lines with line weight heavier than property lines
 - g. Distance from subject property to nearest street intersection and or section corner
 - h. Proposed zone district lines shall extend to the centerline of all dedicated streets
 - i. Existing contour lines (dashed) at ten-foot intervals or less and including 200 feet beyond to determine storm drainage. Indicate sources and date of data
 - j. Existing trees and shrubs
 - k. Location of watercourses and areas subject to 50-year flood and 100-year flood (indicate source)
 - l. the use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features (indicate structures to be demolished in dashed lines)

- 4. Proposed Features – Submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:**
 - a. Name of project, date, scale, North arrow (with North at the top of the plan), map title, total number of sheets and sheet number
 - b. Name of the applicant, present owners and person preparing documents
 - c. Vicinity map that identifies the site with references to surrounding areas and existing street locations
 - d. Zone (gross) area of entire site; site (net) area including right-of-way
 - e. Summary table with the following information:
 - 1. proposed use of all facilities
 - 2. floor areas including basement/storage areas (if non-residential)
 - 3. number of dwelling units (where appropriate)
 - 4. parking analysis
 - 5. seating capacity (where appropriate)
 - 6. impervious surface ratio

- f. Perimeter boundary of subject site (excluding right-of-way)
- g. New metes and bounds and dimensions of requested zone change area
- h. General location and use of all proposed structures on the subject site including buildings, recreation facilities, parking facilities, trash stations, dumpsters, fences, walls, sidewalks, curbs, mechanicals, etc.
- i. Location and dimensions of future building of additions and phases of implantation if contemplated
- j. Location and dimensions of proposed off-street parking. Show individual parking spaces, loading areas, aisles, and traffic patterns, driveways for ingress and egress and type of pavement
- k. Specify front, side and rear yard setbacks of structures and parking areas
- l. Generalized location of anticipated earthwork
- m. Location and Dimensions of proposed streetscape buffer, boundary buffer and interior parking lot landscaping,
- n. Construction limits (area to remain undisturbed); location of existing trees and shrubs that will remain and their appropriate diameter or form of canopies
- o. Location, dimension, and number (including heights and sq. ft.) of all signs, location and general type of exterior lighting (including height, cut-off angle)
- p. Location and details of proposed traffic improvements such as acceleration and deceleration lanes, channelization, etc.
- q. Location and dimensions of rights-of-way, easements and all land to be dedicated to the Township, County or State or reserved for specific uses
- r. Typical sections of all rights-of-way
- s. Location of proposed retention and detention basins and storm water management

- **5. Preliminary Grading Plan** – The applicant is required to submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing a preliminary grading plan identifying proposed contour lines at 2-ft intervals. The contour lines shall be extended to the adjacent property lines and/or right-of ways.

- **6. Architectural Graphics** – The applicant is required to submit (10) copies in 11x17 formats, (2) copies in 24x36 formats and (1) electronic file containing the following information:
 - a. elevations (where appropriate)
 - b. cross Sections (where appropriate)
 - c. typical floor (where appropriate)

**GOSHEN TOWNSHIP APPLICATION FOR
ZONING COMMISSION / TRUSTEE APPROVAL**

The Township is responsible for submitting your entire set of plans for comments and review to the following agencies as applicable. The comments made by each agency shall be forwarded to the Township prior to the scheduled hearing before the Zoning Commission/Trustees.

<p>Ms. Amanda J. Beiting, P.E. Senior Engineer Clermont County Engineer's Office 2381 Clermont Center Dr. Batavia, Ohio 45103 513.732-8874 abeiting@clermontcountyohio.gov</p>	<p>Chief Steve Pegram Fire Chief Goshen Township Fire & Ems 1849 State Route 28 Goshen, Ohio 45122 513.722-3500 steve.peggram@goshen-oh.gov</p>
<p>Mr. Jeremy Evans, P.E., P.S. Clermont County Engineer Clermont County Engineer's Office 2381 Clermont Center Dr. Batavia, Ohio 45103 513.732-8878 jpevans@clermontcountyohio.gov</p>	<p>Mr. Chad Meadows Superintendent Goshen Township 6759 Francis Fagin Way Goshen Ohio 45122 513.722-3400 chad.meadows@goshen-oh.gov</p>
<p>Mr. Robert Wildey, R.S. Director of Water & Waste Clermont County Public Health 2275 Bauer Road, Suite 300 Batavia, Ohio 45103 513.732-7606 rwildey@clermontcountyohio.gov</p>	<p>Mr. Dustin Williams ODOT District 8 Permit Technician/Inspector Ohio Department of Transportation 505 South State Route 741 Lebanon, Ohio 45036 (513) 933.6576 dustin.williams@dot.ohio.gov</p>
<p>Mr. John McManus District Administrator Clermont Soil & Water Conservation District 1000 Locust St., P.O. Box 549 Owensville, Ohio 45160 513.732-7075 jmcmamus@clermontcountyohio.gov</p>	<p>Mr. Scott Kirk General Manager Western Water Company 1775 State Route 28 Goshen, Ohio 45122 513.722-1682 skirk@western-h20.com</p>
<p>Mr. Heath Wilson, P.E. Engineer Clermont County Water Resources/W.M.S.C Clermont County Permit Central 2275 Bauer Road Batavia, Ohio 45103 513.732-7213 hwilson@clermontcountyohio.gov</p>	<p>Mr. Adam W. Buckley Regulatory Specialist, North Branch U.S. Army Corps of Engineers 502 8th Street Huntington, WV 25701 (304) 399-6968 (Direct) adam.w.buckley@usace.army.mil</p>

Goshen Township Zoning Commission (ZC)
Schedule of Meeting Dates/Deadlines
PD, PD Modification, Minor or Major & Zone Change
(2022), Revised 1-20-22

All submissions must be made by 12 noon local time (E.S.T.) on the deadline date listed

<p><u>JANUARY</u> Deadline: 12-2-2021 Submit to CCPC: 12-7-2021 Legal Ad/Notice: 12-20-2021 CCPC Meeting: 12-21-21 ZC Meeting: 01/04/2022 B of T Meeting: 01/25/2022</p>	<p><u>JULY</u> Deadline: 06/09/2022 Submit to CCPC: 06/14/2022 Legal Ad/Notice: 06/20/2022 CCPC Meeting: 06/28/2022 ZC Meeting: 07/05/2022 B of T Meeting: T.B.D.</p>
<p><u>FEBRUARY</u> Deadline: 01/06/2022 Submit to CCPC: 01/11/2022 Legal Ad/Notice: 01/14/2022 CCPC Meeting: 01/25/2022 ZC Meeting: 02/01/2022 B of T Meeting: 02/22/2022</p>	<p><u>AUGUST</u> Deadline: 07/07/2022 Submit to CCPC: 07/12/2022 Legal Ad/Notice: 07/18/2022 CCPC Meeting: 07/26/2022 ZC Meeting: 08/02/2022 B of T Meeting: 08/23/2022</p>
<p><u>MARCH</u> Deadline: 02/03/2022 Submit to CCPC: 02/08/2022 Legal Ad/Notice: 02/14/2022 CCPC Meeting: 02/22/2022 ZC Meeting: 03/01/2022 B of T Meeting: 03/22/2022</p>	<p><u>SEPTEMBER</u> Deadline: 08/04/2022 Submit to CCPC: 08/09/2022 Legal Ad/Notice: 08/22/2022 CCPC Meeting: 08/23/2022 ZC Meeting: 09/06/2022 B of T Meeting: 09/27/2022</p>
<p><u>APRIL</u> Deadline: 03/03/2022 Submit to CCPC: 03/08/2022 Legal Ad/Notice: 03/21/2022 CCPC Meeting: 03/22/2022 ZC Meeting: 04/05/2022 B of T Meeting: 04/26/2022</p>	<p><u>OCTOBER</u> Deadline: 09/08/2022 Submit to CCPC: 09/13/2022 Legal Ad/Notice: 09/19/2022 CCPC Meeting: 09/27/2022 ZC Meeting: 10/04/2022 B of T Meeting: 10/25/2022</p>
<p><u>MAY</u> Deadline: 04/07/2022 Submit to CCPC: 04/12/2022 Legal Ad/Notice: 04/18/2022 CCPC Meeting: 04/26/2022 ZC Meeting: 05/03/2022 B of T Meeting: 05/24/2022</p>	<p><u>NOVEMBER</u> Deadline: 10/06/2022 Submit to CCPC: 10/11/2022 Legal Ad/Notice: 10/17/2022 CCPC Meeting: 10/25/2022 ZC Meeting: 11/01/2022 B of T Meeting: 11/29/2022</p>
<p><u>JUNE</u> Deadline: 05/05/2022 Submit to CCPC: 05/10/2022 Legal Ad/Notice: 05/23/2022 CCPC Meeting: 05/24/2022 ZC Meeting: 06/07/2022 B of T Meeting: 06/28/2022</p>	<p><u>DECEMBER</u> Deadline: 11/03/2022 Submit to CCPC: 11/08/2022 Legal Ad/Notice: 11/21/2022 CCPC Meeting: 11/22/2022 ZC Meeting: 12/13/2022 B of T Meeting: 12/20/22</p>

Please note; Zone Change applicants are required to have a "Concept Review" with staff 14 days prior to the official submittal. Not all applications require a "B of T meeting", please verify requirements with staff.

"B of T" = Board of Township Trustees / "CCPC" = Clermont County Planning Commission / "ZC" = Zoning Commission

Meeting Times: CCPC = 5:00 p.m. (2381 Clermont Center Dr. Batavia, OH 45103)

Meeting Times: ZC = 6:30 p.m., Trustee = 7:00 p.m. (6757 Goshen Rd. Goshen OH 45122)