

Goshen Township Planning and Zoning Department

Zoning Commission Application

FEE SCHEDULE	
TYPE:	
Minor Adjustment (PD, PUD, PDO)	\$1,200
Major Adjustment (PD, PUD, PDO)	\$1,400
Text Amendment	\$2,000
Zone Change	\$2,000
Architectural Review Board (Appeals)	\$1,200
Site Plan Review	\$500

APPLICATION NUMBER
DO NOT WRITE IN THIS SPACE

Project Address: _____

NAME	STREET ADDRESS	CITY	ZIP	PHONE	EMAIL
Owner					
Contractor					
Applicant					
Designer					

State in detail all existing and proposed uses of this building or premises:

Zoning Commission Action Requested (Check all that apply):

Zone Change: ___ From Zone TOWNSHIP to Zone ___, PD ___, PDO ___, PUD ___,
 Minor Adjustment to a PD/PDO/PUD ___, Major Adjustment to a PD/PDO/PUD ___,
 Text Amendment ___
Square Footage: _____ **USE:** _____ **Height:** _____ **of Signs:** _____
EST. Start Date: _____ **EST Finish Date:** _____

The owner of this project and undersigned do hereby certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. The applicant and owner of the real property agree to grant Goshen Township access to the property for review and inspection related to Zoning Commission Application.

Note: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.

 Property Owner Signature Date

 Applicant Signature Date

Zoning Commission Application Completeness Checklist

This checklist is intended for zoning office review of zoning map amendments, planned development applications, and related zoning commission submittals. Applications for zoning text or map amendments are submitted to the Zoning Commission at the township offices, and the application contents are provided in the form, maps, and information prescribed by the Zoning Inspector for the permanent record.

All application materials must be submitted as both hard copies and digital files. Plan sheets may be prepared at up to legal size (8.5" x 14") or 11" x 17" where needed, but no oversized sheets are requested for this application package. Electronic copies are required for all plans and supporting materials so the file can be reviewed, circulated, and retained as part of the township record.

Some items may not be required for Minor or Major Modifications and Text Amendments, depending on the nature of the request and the direction of the Zoning Inspector.

1. Letter of Intent

Submit six (6) identical hard copies and one digital copy of a letter of intent addressed to the Planning and Zoning Director or Zoning Inspector that includes:

- A description of the proposed zoning application
- The size of the area involved
- A description of the proposed use or requested zoning action
- The character of the proposed development, including general site organization, density, and intensity where applicable
- A description of surrounding land uses and zoning classifications
- The specific changes in the character or conditions of the area that support the request
- The effect of the request on township objectives and adopted plans, the immediate area, adjacent property, and public facilities and services
- Any other information the applicant believes will assist the Zoning Commission and Board of Trustees in their review

2. Metes and Bounds Description

Submit six (6) identical hard copies and one digital copy of the legal description containing:

- A metes and bounds description of the subject site
- The total area contained within the site
- A statement signed by a registered surveyor certifying that the description is complete, proper, and legal

3. Zoning Plat

Submit six (6) identical hard copies and one digital zoning plat, formatted at legal size or 11" x 17" if necessary, containing:

- All existing property lines, rights-of-way, recorded easements, and parcel numbers for each parcel within the subject site and within 200 feet of the exterior boundary, together with the last names of owners within 200 feet
- Metes and bounds, dimensions of the subject property, and site area in square feet
- Existing zoning district boundaries and zoning designations for the site and adjacent properties
- A title block, scale, and north arrow, with north oriented to the top of the sheet
- The area of proposed rezoning indicated by crosshatching, shading, or similar graphic treatment
- Street names and right-of-way lines
- Distance from the subject property to the nearest street intersection or section corner
- Proposed zoning district lines extended to the centerline of dedicated streets, where applicable
- Existing contour lines, drainage information, and source/date of data, when relevant to the request
- Existing trees, shrubs, watercourses, flood-prone areas, structures, pavement, utilities, sidewalks, curbs, and other significant physical or natural features, including structures proposed for demolition if applicable

4. Proposed Features Plan

Submit six (6) identical hard copies and one digital proposed features plan, formatted at legal size or 11" x 17" if necessary, containing:

- Project name, date, scale, north arrow, map title, total number of sheets, and sheet number
- Name of the applicant, current owner, and preparer of the documents
- A vicinity map identifying the site and surrounding street network
- Gross site area and net site area, including right-of-way where applicable
- A summary table identifying proposed uses, floor areas, dwelling units where applicable, parking analysis, seating capacity where applicable, and impervious surface ratio
- The perimeter boundary of the subject site
- New metes and bounds and dimensions of the requested zoning change area, if applicable

- The general location and use of proposed site features, including buildings, parking, access drives, recreation areas, refuse areas, sidewalks, curbs, fences, walls, lighting, and mechanical equipment, as applicable to the zoning request
- Future building additions or phases, if contemplated
- Off-street parking layout, loading areas, aisles, traffic circulation, ingress and egress points, and pavement type, if applicable
- Front, side, and rear yard setbacks for structures and parking areas
- Generalized location of anticipated earthwork, buffer yards, streetscape or perimeter landscaping, interior parking lot landscaping, and construction limits where relevant
- Existing vegetation to remain
- Proposed signage and exterior lighting details, where relevant to review
- Proposed traffic improvements, rights-of-way, easements, dedications, reservation areas, typical right-of-way sections, and stormwater management features, as applicable

5. Preliminary Grading Plan

When required by the Zoning Inspector or applicable to the request, submit six (6) identical hard copies and one digital preliminary grading plan at legal size or 11" x 17" showing proposed contour lines at two-foot intervals and extending to adjacent property lines or rights-of-way.

- Preliminary grading plan provided at required scale and contour interval
- Contours extended to adjacent property lines or rights-of-way

6. Architectural Graphics

When required for zoning review, submit six (6) identical hard copies and one digital set of architectural graphics at legal size or 11" x 17" that may include:

- Building elevations
- Cross sections
- Typical floor plans

7. Digital Submittal Standards

- Complete digital copy of all application forms
- Complete digital copy of all plan sheets (legal or 11" x 17")
- Complete digital copy of all supporting documents (letters, reports, studies, etc.)

To support zoning office review and recordkeeping, all application materials should be provided in a digital format that can be retained as part of the permanent file. The township zoning resolution requires application materials to be filed in the form and with the information prescribed by the Zoning Inspector, and complete applications are processed only after the Zoning Inspector determines the submission is complete.

