

# APPLICATION—PLANNED UNIT DEVELOPMENTS

## CITY OF SPRINGBORO PLANNING COMMISSION

REZONING/GENERAL PLAN

FINAL DEVELOPMENT PLAN

RECORD PLAN

VARIANCE

The undersigned requests the approval identified above. Approvals subject to expiration provided for in Chapter 1266 of Planning & Zoning Code. For all approvals under this application, it is understood that it shall only authorize the approval described in this application, subject to any conditions or safeguards required by the Planning Commission, and/or City Council.

Owner      **APPLICANT NAME:** \_\_\_\_\_  
 Agent  
 Lessee      Address \_\_\_\_\_  
 Signed Purchase  
Contract      \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Fax No. (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY OWNER NAME (IF OTHER):** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Property Address or General Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

PUD Category:  Residential     Retail     Office     Manufacturing     Mixed Use

If Mixed Use, Acreage in Each Category: \_\_\_\_\_

For Residential Proposed Density \_\_\_\_\_ Number of Residential Units \_\_\_\_\_

Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

The applicant or representative who is authorized to speak on behalf of the request must also be present at all meetings.

\_\_\_\_\_  
(Signature of Applicant and/or Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Printed Name

# **City of Springboro Planning Commission**

## **Submission Requirements for Amendments to the Official Zoning Map—**

### **Planned Unit Development Zoning & General Plan**

The following information is needed in support of a request for the conventional rezoning of parcels in the City of Springboro.

Visit the City of Springboro website for application form at <https://www.cityofspringboro.com/199/Applications>. Contact City staff at (937) 748-6183 for updated fee information. Visit the Planning Commission page on the City website for updated meeting and deadline information at <https://www.cityofspringboro.com/283/Planning-Commission>.

1. Six (6) copies drawn to a scale not smaller than forty (40) feet to an inch. All paper plan sets to be collated and folded. All drawings to include a graphic scale matched to the subject matter.
2. A pdf version of the site plan prepared in 11-inch by 17-inch format.
3. Signature of the Owner or duly authorized officer, or a letter of authorization from the property for third parties to present plans to the City.
4. Vicinity sketch showing location of site in relation to surrounding street system. Show an arrow pointing north.
5. Legal description of the property.
6. Survey of the property including metes and bounds.
7. List of permitted uses and development standards for the proposed zoning of the site including setbacks, building heights, accessory structure requirements, and lot coverage limitations.
8. Existing zoning of the property and for properties immediately adjacent.
9. Spreadsheet and mailing labels of all property owners within 300 feet of the subject property(s) including parcel identity number, parcel address if applicable, owner name(s), and mailing address.
10. Description of how the proposed map amendment is consistent with the 2022 Master Plan.
11. Additional information required by City Code as directed by City staff.

See also Final Approval Submission Requirements for Site Plan Review including those related to traffic impact, exterior lighting, landscaping, and other site plan elements as outlined in Chapter 1284, Site Plan Review, of the Planning and Zoning Code. For more information, visit <https://www.cityofspringboro.com/210/Ordinances-Laws>.

Revised April 2022.