

Goshen Township Zoning Commission (ZC)
 Schedule of Meeting Dates / Deadlines
 PD, PDO & PUD, Minor or Major & Zone Change
 2020 (Revised 01-09-2020)

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

<p><u>JANUARY*</u> Deadline: N/A Submit to CCPC: N/A Legal Ad/Notice: N/A CCPC Meeting: N/A ZC Meeting: 01/07/2020 B of T Meeting: 01/14/2020</p>	<p><u>JULY</u> Deadline: 06/03/2020 Submit to CCPC: 06/09/2020 Legal Ad/Notice: 06/12/2020 CCPC Meeting: 06/23/2020 ZC Meeting: 07/07/2020 B of T Meeting: 07/14/2020</p>
<p><u>FEBRUARY</u> Deadline: 01/08/2020 Submit to CCPC: 01/14/2020 Legal Ad/Notice: 01/17/2020 CCPC Meeting: 01/28/2020 ZC Meeting: 02/04/2020 B of T Meeting: 02/11/2020</p>	<p><u>AUGUST*</u> Deadline: 07/08/2020 Submit to CCPC: 07/14/2020 Legal Ad/Notice: 07/17/2020 CCPC Meeting: 07/28/2020 ZC Meeting: 08/04/2020 B of T Meeting: 08/11/2020</p>
<p><u>MARCH</u> Deadline: 02/05/2020 Submit to CCPC: 02/11/2020 Legal Ad/Notice: 02/14/2020 CCPC Meeting: 02/25/2020 ZC Meeting: 03/03/2020 B of T Meeting: 03/10/2020</p>	<p><u>SEPTEMBER</u> Deadline: 08/05/2020 Submit to CCPC: 08/11/2020 Legal Ad/Notice: 08/14/2020 CCPC Meeting: 08/25/2020 ZC Meeting: 09/01/2020 B of T Meeting: 09/08/2020</p>
<p><u>APRIL</u> Deadline: 03/04/2020 Submit to CCPC: 03/10/2020 Legal Ad/Notice: 03/13/2020 CCPC Meeting: 03/24/2020 ZC Meeting: 04/07/2020 B of T Meeting: 04/14/2020</p>	<p><u>OCTOBER</u> Deadline: 09/02/2020 Submit to CCPC: 09/08/2020 Legal Ad/Notice: 09/11/2020 CCPC Meeting: 09/22/2020 ZC Meeting: 10/06/2020 B of T Meeting: 10/13/2020</p>
<p><u>MAY*</u> Deadline: 04/08/2020 Submit to CCPC: 04/14/2020 Legal Ad/Notice: 04/17/2020 CCPC Meeting: 04/28/2020 ZC Meeting: 05/05/2020 B of T Meeting: 05/12/2020</p>	<p><u>NOVEMBER*</u> Deadline: 10/07/2020 Submit to CCPC: 10/13/2020 Legal Ad/Notice: 10/16/2020 CCPC Meeting: 10/27/2020 ZC Meeting: 11/03/2020 B of T Meeting: 11/10/2020</p>
<p><u>JUNE</u> Deadline: 05/06/2020 Submit to CCPC: 05/12/2020 Legal Ad/Notice: 05/15/2020 CCPC Meeting: 05/26/2020 ZC Meeting: 06/02/2020 B of T Meeting: 06/09/2020</p>	<p><u>DECEMBER</u> Deadline: 11/04/2020 Submit to CCPC: 11/10/2020 Legal Ad/Notice: 11/13/2020 CCPC Meeting: 11/24/2020 ZC Meeting: 12/01/2020 B of T Meeting: 12/08/2020</p>

Please note: Zone Change applicants are required to have an "Open House" prior to the official submittal. Conceptual drawings and a "Letter of Intent" to be submitted to Goshen Township 14 days prior to scheduling of an open house. 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
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)

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)