

Planning and Zoning Commission Meetings are held the **FIRST MONDAY** of each month. All information on a Rezoning Request must be in the Planning and Zoning Commission Office at least two weeks prior to the regular meeting date.

The Applicant/Property Owner or Agent **MUST** return the following information in **DUPLICATE COPIES** to the Planning and Zoning Commission Office:

1. Signed application by all property owners.
2. Copies of all necessary legal descriptions.
3. Check for Zoning Fee (Made payable to Planning and Zoning Commission)
4. Check for Advertising and Notification Costs (Made payable to Clerk of Council)
5. Signed copy of the Certificate Statement attached.
6. A copy of the Tax Map for the property and all plans and drawings that are required.
7. List of names and addresses of the owners of property within a radius of two hundred fifty (250) feet measured from the approximate center of such parcel or parcels individually requested to be rezoned, including all adjacent parcels.

It is the sole responsibility of the property owner/applicant to supply all the necessary copies of Plans and Drawings, as well as any other pertinent information sufficient to adequately evaluate the application, to the Planning and Zoning Commission for review.

If you have any questions, please feel free to contact the Planning and Zoning Commission Office.

Christopher J. Petrossi
Urban Projects Director
Planning and Zoning Commission
(740) 283-6000 ext.1700

APPLICATION FOR REZONING

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7. Front Yard Setback _____

8. Side Yard Setback _____

9. Rear Yard Setback _____

10. Building Height _____

11. Type of Screening, if required/provided _____

12. Description of Common Open Space/Active Play Area, if required/provided _____

13. Description of Buffer Zone, if required/provided _____

14. Offstreet parking area and/or spaces _____

15. Attached is a copy of the County tax map which shows my property and other surrounding properties. (Obtain from the Jefferson County Tax Mapping Department in the Jefferson County Courthouse.)

Signature of Applicant(s)

Address of Applicant(s)

Applicant

Applicant

THE STATE OF OHIO

(SS:

JEFFERSON COUNTY

Before me, a Notary Public, in and for said County, personally appeared the above named _____ who acknowledged that he/she did sign the foregoing instrument and that the same is the free act and deed of said Municipal Corporation, and the free act and deed of him/her personally and as such officer.

IN TESTIMONY WHEREOF, I hereunto set my hand and official seal, at _____, this _____ day of _____, _____.

Notary Public

CERTIFICATE

I, _____, after having researched the list of all property owners located within a 250 foot radius of the property located and known as _____
_____ Subdivision from the Mapping Department at the Jefferson County Courthouse do hereby certify that the list is true and accurate.

Signed: _____

Date: _____

Please sign and return this form along with a List of Names & Addresses of the owners of property within a radius of two hundred fifty (250) feet measured from the approximate center of such parcel or parcels individually requested to be rezoned, including all adjacent parcels.

Reference: CITY ORDINANCE CHAPTER 1191