

www.berlintwp.us

BERLIN TWP. ZONING OFFICE
3271 CHESHIRE ROAD
DELAWARE, OH 43015
740.548.5217 – PHONE / 740.548.7458 – FAX

Date _____
BZC# _____
Fee: \$ _____ Rec# _____
Hearing Date: _____

APPLICATION FOR PRELIMINARY DEVELOPMENT PLAN

Name of Owner: Rowe Valerie Trustee

Mailing Address: c/o Molly R. Gwin, Esq., Two Miranova Place, Ste. 700, Columbus, OH 43215

Email Address: mgwin@isaacwiles.com

Business Telephone: (614)340-7429 Home Telephone: n/a

Address of Property: 2591 Cheshire Road, Delaware, Ohio 43015


Parcel (s): 41831001044000 Acreage: 22.129 Present Zoning: ag

Range: _____ Twp: _____ Section: _____ Farm Lot No: _____

Subdivision Name: Piatt Preserve West

Proposed Plan: see enclosed text

The undersigned certifies that this application and the attachments thereto contain all information required by the Zoning Resolution and that all information contained herein is true and accurate and is submitted to induce the amendment of the Zoning Map. Applicant agrees to be bound by the provisions of the Zoning Resolution of Berlin Township, Delaware County, Ohio. Revised 2/12/15

Date: 6.12.19 Agent/Applicant Signature: 

Agent/Applicant Address: 507 Executive Campus Drive., Ste. 100, Westerville, Ohio 43082

Phone: (614) 891-8545 Fax: (614) 891-8654

Email address: terry@westport-home.com

Date: _____ Zoning Inspector Signature: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

**REQUIREMENTS FOR THE COMPLETE APPLICATION FOR HEARING BY
THE BERLIN TOWNSHIP ZONING COMMISSION (BZC)**

Original completed application form, dated, and signed by the owner or lessee.

All fees **must** be paid in full when application is presented, and are non-refundable, **\$500.00 plus \$200.00 per acre**, maximum charge of 500 acres. If there should be a **THIRD** hearing due to applicant's request and/or negligence there will be an additional fee of **\$600.00**. Also, 2nd review of a 2-step process will require a payment of an additional **\$600.00** fee before the scheduled meeting.

A **certified** real estate tax mailing address list of current property owners within 200 feet of subject property obtained from **Delaware County Auditors Office, with mailing addresses and two sets of mailing labels, including applicant and/or applicant's representative.**

THESE ITEMS MUST BE PRESENTED WITH THE APPLICATION:

A survey plat signed by a registered Ohio Surveyor showing:

1. Legal Description of the property,
2. Plat Plan of the parcel to scale, including:
 - a.) Area of property including, streets, roadways and parking, and
 - b.) Placement of all existing & proposed buildings,
3. The lot number and/or street address
4. Topographical map

In addition, the survey plat and/or application must include the following as specified in the Berlin Township Zoning Resolution:

5. All setback and frontage dimensions, Article 24.
6. Architectural design criteria for all structures and criteria for proposed signs, with proposed control procedures, Article 25.
7. Landscape Plan, in accordance with the Berlin Township Zoning Resolution, Article 26.

Note: Need text describing design features/standards.

Other requirements to be submitted are as follows:

8. Location of schools, parks and other public facility sites, within one (1) mile,
9. Ability to post bond or an irrevocable letter of credit if the plan is approved assuring completion of public service facilities to be constructed within the project by the developer.
10. The proposed time schedule for development of the site including streets, buildings, utilities and other facilities,
11. If the proposed timetable for development includes developing the land in phases, all phases developed after the first, which in no event shall be less than five (5) acres or the whole tract (whichever is smaller), shall be fully described in

textual form in a manner calculated to give Township official's definitive guidelines for approval of future phases.

Include the following original letters if applicable:

Letter approving agent for owner if applicable

Letter from the Del-Co. Water Company attesting to water availability.

Letter from Gas Company attesting to gas availability (if applicable).

Letter from the Delaware County Sanitary Engineer attesting to sewer capability
or Letter from the Delaware County Health Department attesting to septic feasibility.

Letter from Ohio Department of Transportation (O.D.O.T) or a registered engineer, addressing traffic issues.

Letter from Berlin Township Fire Chief addressing protective service issues they may have.

Letter from the Environmental Protection Agency (E.P.A).

Letter from the Delaware County Engineer. (should include county ditch/drainage plan).

All information concerning Model Homes, Signs, Landscaping, Lighting, and Parking, if applicable.

A drainage plan prepared by a registered engineer.

ALL TOWNSHIP DEVELOPMENT STANDARDS MUST BE ADDRESSED.

Refer to Article 24 of the Berlin Township Zoning Resolution.

PROVIDE AN ELECTRONIC COPY (CD) OF ALL DOCUMENTATION TO BE SUBMITTED.

TWENTY (20) COPIES OF ALL NECESSARY AND RELEVANT INFORMATION MUST BE SUBMITTED WITH THE APPLICATION.

TWENTY (20) COPIES OF ALL AMENDMENTS OR REVISIONS MUST BE SUBMITTED AND AT LEAST 7 DAYS BEFORE ANY TABLING HEARING.

APPLICATIONS WILL ONLY BE PROCESSED WHEN THEY ARE 100% COMPLETE.

A MINIMUM OF THREE SIGNS SHALL BE PROVIDED BY APPLICANT.

Submit any questions to:

David Loveless

Berlin Township

Zoning Inspector

Phone: 740.548.5217 ext. 103

Fax: 740.548.7458

zoninginspector@berlintwp.us

Addendum to BZC Checklist – Signs:

For proposed amendments to the Zoning District Map and/or the Comprehensive Land Use Map the applicant shall provide (3) three signs conforming to the following:

- (a) One sign shall be posted for each 500' of road frontage or at the discretion of the Zoning Inspector on the parcel in the area proposed in the amendment in a location visible from an adjacent street. One sign shall be posted on the corner of the township property located on the northwest corner of Lackey Old State and Cheshire Roads, and one sign shall be posted in front of the township hall.
- (b) The signs shall be two (2) feet by three (3) feet with letters not less than two (2) inches in height notifying the public of the location of the upcoming hearing and the affected parcel as well as a contact number for additional information.
- (c) The signs shall be posted continuously for at least fourteen (14) days prior to the date of the required public hearing and be removed within seven (7) days after board action.
- (d) The signs shall be posted by the applicant with the direction of the zoning inspector or be given to the zoning inspector for posting.

Example:

