



*Submission Instructions and Requirements for a*  
**FINAL DEVELOPMENT PLAN**



An application for Final Development Plan approval submitted to the West Chester Township Community Development Department must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written, and graphic requirements in addition to application submittal forms, which explain the Final Development Plan process. The checklist together with all required information, original application forms, and copies must be submitted in its entirety before the application will be processed by the Community Development Department. If a request is submitted by the advertised Closing Date, which is maintained in the Community Development Department, and if it is deemed to be complete and accurate, a public hearing will be scheduled during the next available Zoning Commission Meeting. After the Closing Date, the Applicant cannot modify any portion of the information submitted, unless specifically requested by Staff or Zoning Commission. Therefore, early submission is highly recommended to assure placement on the agenda and adequate time for revisions and corrections.

***REQUIRED CONDITIONS FOR APPROVAL OF FINAL DEVELOPMENT PLAN***  
*per West Chester Zoning Resolution Article 26*

- (26.15) *The Township Zoning Commission shall study, review, and make written findings regarding the Final Development Plan to ensure the following specific conditions have been met:*
- (26.151) *Appropriate arrangements with the applicant have been made which will ensure the accomplishment of the public improvements and reservation of common open space as indicated on the Preliminary and Final Development Plan. If deemed necessary by the Board of Township Trustees during the Preliminary Development Plan process, this may require that the Board of Township Trustees hold bond to ensure the successful and proper completion.*
- (26.152) *The proposed detailed Final Development Plan(s) for the individual section(s) of the overall Planned Unit District is consistent in contents (building location--as applicable, land uses, densities and intensities, yard requirements, and area and frontage requirements) with the approved Preliminary Development Plan and the West Chester Township Land Use Plan.*
- (26.153) *Each individual phase of the development can exist as an independent unit which is capable of creating an environment of sustained desirability and stability, or that adequate assurance will be provided that such objective can be obtained.*
- (26.154) *That any part of the Planned Unit Development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; or if approved by the Zoning Commission, left in its natural state.*
- (26.155) *That any exception from the design standards provided in the PUD is warranted by the design and amenities incorporated in the detailed Final Development Plan.*
- (26.156) *That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.*
- (26.157) *That the detailed Final Development Plan is consistent with the intent and purpose of this Resolution to promote the public health, safety and general welfare of the residents of West Chester Township, Butler County, Ohio.*
- (26.158) *The Final Development Plan has been transmitted to all other agencies and departments charged with the responsibility of review.*



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## 1. GENERAL REQUIREMENTS CHECKLIST

- 1.1 - PRE-APPLICATION MEETING** ( DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TIME: \_\_\_\_\_ AM / PM )

The applicant is to present the concept of the Final Development Plan to the Community Development Department, and to obtain and discuss the overall application process prior to submitting the application packet. ***Call 777-4214 for appointment. Pre-application meetings MUST be conducted a minimum of 3 business days prior to the Submission Closing Date; However, it is recommended that the Pre-Application Meeting take place at least one week prior to submittal to allow sufficient time for any necessary adjustments.*** There will be no assurance at any time, implicitly or otherwise, regarding final Staff comments or concerns presented to the Zoning Commission about this application.

- 1.2 - SUBMISSION CLOSING DATE** ( DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ )

The application packet must be submitted to the West Chester Township Community Development Department no later than the end of business day (4:30pm) on the advertised Submission Closing Date. A list of the advertised closing dates is available on the township website or in the Community Development Department. Prior to submission of the application packet and necessary information, it is recommended that the Applicant revise the proposed plans when necessary, as it is advised by Staff during the Pre-Application Meeting. After the closing date, the applicant cannot modify any portion of the information submitted, unless specifically requested by the Staff or Zoning Commission. ***If it is determined by Staff, at any time, that an application packet is incomplete, or inaccurate, it will not be accepted for processing, or be scheduled for a public hearing.***

- 1.3 - APPLICATION FEE** (\$250.00)

The application packet for a Final Development Plan shall be accompanied by a non-refundable payment to cover the costs of holding the public hearing thereon, including personnel costs, advertising and legal notices as required by law or otherwise in connection with said case. ***Please make checks payable to West Chester Township.***



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## 2. WRITTEN REQUIREMENTS CHECKLIST

**2.1 – METES AND BOUNDS LEGAL DESCRIPTION**

Submit on a single 8 ½" X 11" paper the following information:

- A. A metes and bounds description of the subject site; and
- B. The amount of area contained within the site; and
- C. A statement, signed by a registered surveyor, certifying that the description of the property proposed for a Final Development Plan, is a complete, proper and legal description thereof.

**2.2 – PROPERTY DEED**

Submit one (1) copy of the deed to the subject property as filed in the Butler County Recorder's Office.

**2.3 – PREVIOUS ACTION INFORMATION**

Submit one (1) copy of all resolutions, minutes and plans (11" x 17") for all previous approvals for the overall PUD District, which are related to the subject property. *This information should be obtained from the developer of the overall PUD District.*

**2.4 – FINAL DEVELOPMENT PLAN APPLICATION FORM**

Complete and submit the Final Development Plan Application Form, which is included on Page 5 of this packet. *The application must be typewritten and all original forms must be submitted with the required original signatures.* This form should be attached to the front of the submittal.

**2.5 – ADJACENT PROPERTY OWNERS FORM**

Complete and submit the Adjacent Property Owners Form, which is included on Page 6 of this packet. *The completed form must contain the name, tax mailing address and parcel information for all properties located within two hundred (200) feet of the subject site.* It is the Applicant's responsibility to provide a complete and accurate list. The Community Development Department will appropriately notify the adjoining property owners of the scheduled public hearing.

**2.6 – PROPERTY OWNER'S AFFIDAVIT**

Complete and submit the Property Owner's Affidavit, which is included on Page 7 of this packet. If multiple property owners are involved, a separate Property Owner's Affidavit shall be submitted for each property owner. *All completed forms with the original signatures must be provided with the application.*

**2.7 – CHECKLIST OF REQUIREMENTS**

Complete and submit all checklists fully completed.



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### 3. GRAPHIC REQUIREMENTS CHECKLIST

**3.1 – FINAL DEVELOPMENT PLAN**

Submit eleven (11) *folded* copies of the Final Development Plan(s) on 24" x 36" size paper and at a scale of one inch equals fifty feet (1"=50'), or larger, unless otherwise approved by Staff. The detailed Final Development Plan shall be in accordance with the approved Preliminary Development Plan; shall be prepared for the owner/developer(s) by a professionally competent urban planner, professional engineer, architect or landscape architect; and shall include the following information:

- A. Survey of the tract to be developed showing existing physical features (general topography, drainage ways and tree cover), streets, easements and utility lines.
- B. Detailed Site Plan showing lot lines, building outlines, off-street parking spaces with ratio calculation, pedestrian walkways, and vehicular circulation.
- C. Detailed building plans, exterior elevations (specific materials shall be labeled and color elevations should be provided), and anticipated floor plans. *At the scheduled public hearing, it is highly recommended that the applicant bring an exterior building materials board, or product samples, to illustrate the building materials that are proposed.*
- D. Detailed Landscaping Plans, including quantity, size and varieties of landscaping, in addition to an overall open space calculation.
- E. Specific engineering plans, including site grading, street improvements, drainage and utility improvements, and extensions as necessary.
- F. All necessary legal documentation relating to the incorporation of a Property Owner's Association for the purpose of maintaining the specified common space within the Planned Unit Development.
- G. Draft copies of any restrictive covenants that are to be recorded.

**3.2 – REDUCED FINAL DEVELOPMENT PLAN**

Submit nine (9) copies of the Final Development Plan reduced to an 11" x 17" sheet of paper.



Application for a Planned Unit Development  
**FINAL DEVELOPMENT PLAN**  
 WEST CHESTER COMMUNITY DEVELOPMENT DEPARTMENT  
 9577 BECKETT ROAD • SUITE 100 • WEST CHESTER, OHIO 45069-5014



<b>A. APPLICANT INFORMATION</b> NAME: _____ PHONE: (    ) _____-_____ ADDRESS: _____ EMAIL: _____ APPLICANT IS THE: <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> LESSEE <input type="checkbox"/> AGENT <input type="checkbox"/> OPTIONEE	DATE OF APPLICATION	CASE #
<b>B. PLANNED UNIT DEVELOPMENT INFORMATION</b> TYPE OF PUD: <input type="checkbox"/> C-PUD <input type="checkbox"/> R-PUD <input type="checkbox"/> I-PUD <input type="checkbox"/> SP-PUD NAME OF PUD: _____ ORIGINAL DATE OF PUD APPROVAL: _____		
<b>C. PROPERTY LOCATION INFORMATION</b> PROPERTY ADDRESS: _____ GENERAL LOCATION (IF NO ADDRESS): _____ SECTION: ____ TOWN: ____ RANGE: ____ TYPE OF PROPERTY: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> OTHER	<b>PAYMENT INFORMATION</b> FEE AMOUNT: \$250.00 RECEIPT #: _____ RECEIVED BY: _____	
<b>D. PARCEL &amp; PROPERTY OWNER INFORMATION</b> (LIST ALL PARCELS AND PROPERTY OWNERS THAT ARE INCLUDED WITH THIS APPLICATION)		
<b>1. PARCEL #:</b> <u>M</u> _____ - _____ - _____ - _____ NAME: _____ PHONE: (    ) _____ - _____ ADDRESS: _____		
<b>2. PARCEL #:</b> <u>M</u> _____ - _____ - _____ - _____ NAME: _____ PHONE: (    ) _____ - _____ ADDRESS: _____		
<b>3. PARCEL #:</b> <u>M</u> _____ - _____ - _____ - _____ NAME: _____ PHONE: (    ) _____ - _____ ADDRESS: _____		
<b>4. PARCEL #:</b> <u>M</u> _____ - _____ - _____ - _____ NAME: _____ PHONE: (    ) _____ - _____ ADDRESS: _____		
<b>E. DESCRIPTION OF REQUEST</b> _____ _____ _____ _____		

As the Applicant, I do hereby agree that I am the Property Owner, or I am submitting this application on behalf of the Property Owner with their knowledge and understanding. Furthermore, I hereby certify that the information and statements provided on this application, drawings and specifications are true and correct to the best of my knowledge and belief. I understand that all information submitted with this application will be assumed to be correct and the Applicant shall assume responsibility for any errors and/or inaccuracies resulting in an improper application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_





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**PROPERTY OWNER'S AFFIDAVIT**

STATE OF OHIO  
COUNTY OF BUTLER

I (we) \_\_\_\_\_  
hereby certify that we are all of the owners of the real estate which is the subject of the pending zoning application; that we hereby consent to the Zoning Commission of West Chester Township approving a development plan for the subject real estate. We understand that our application will be considered and processed in accordance with the regulations as set forth by the West Chester Community Development Department and Zoning Resolution; that we agree to accept, fulfill and abide by those regulations and all stipulations and conditions attached to the Final Development Plan. I (we) authorize West Chester Township to place a Public Meeting notification sign on the property. I (we) authorize West Chester Township staff and board members to enter and inspect the property. The statements and attached exhibits are in all respects true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_  
*Signature*

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

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*Phone*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
*Notary Public*

Person to be contacted for details, other than signatory:

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

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone*