



# Planned Unit Development (PUD) Stage 1 Zone Change Request

Application to the Zoning Commission  
Clearcreek Township, Warren County

Note: This application must be typewritten or computer generated and filed with the Clearcreek Township Zoning Inspector for presentation to the Zoning Commission. The following information must be filled out in its entirety and accompanied by a fee of \$750.00 to validate the Stage 1 application. The application must be received prior to the monthly scheduled cutoff date in order to be heard at the following monthly meeting. Application consents to a temporary sign being erected on the property to identify a pending zone change request. This sign shall be erected at least ten (10) days prior to the Zoning Commission's public hearing and removed after the Board of Trustees' public hearing. Attach additional computer generated or typewritten sheets as needed. Applicant is notified that the Rules and Regulations for the Zoning Commission, which outline the procedures by which the Zoning Commission shall operate, are found on the website [www.clearcreektownship.com](http://www.clearcreektownship.com) or can be requested from staff.

Name of Applicant:

Mailing address of Applicant:

Identify the Legal Description of Property to be Considered or Attach Metes and Bounds  
Description:

Property fronts on the following road(s):

The legal title to said property recorded in the name(s) of:

Tax mailing address of individual(s) with whom the legal title to said property is recorded:

The property is presently zoned:

Requested zoning classification:

The current use of the property:

Reason(s) for the application:

To aid the Zoning Commission processing of the request, please submit the following documentation outlined in Clearcreek Township Zoning Resolution Chapter 13, Section 13.05:

**SEC. 13.05 PUD Approval Process:** Any owner(s), their agent(s), or developer(s) who seeks approval for a PUD shall file an application the Clearcreek Township Zoning Commission. All applications shall be subject to a comprehensive review process consisting of three stages: Stage 1: The Zone Change Amendment Request/PUD Concept Plan Application, Stage 2: The PUD Preliminary Site Plan Application, and Stage 3: The PUD Final Site Plan submittal.

**SEC. 13.05(A) Stage 1: The Zone Change Amendment Request/PUD Concept Plan Application** The first stage of the PUD process consists of satisfactory completion of two main requirements: a Pre-Application Conference with the Clearcreek Township Zoning Inspector and a Zone Change Amendment Request accompanied with a PUD Concept Plan. Upon completion, successful applicants shall receive a change of zoning classification, an approved PUD Concept Plan designating land use(s) and density, and the Stage 1 approval required to begin Stage 2. The Stage 1 process steps, PUD objectives, and conditions for approval outlined below are required to be completed and satisfied in order for Stage 1 approval consideration.

**SEC. 13.05(A)(1)(b) Zone Change Amendment Request/PUD Concept Plan Application**

- (1) Applications for a Zone Change Amendment/PUD Concept Plan shall be submitted, signed by the owner(s) of the PUD or the designated agent, to the Clearcreek Township Zoning Inspector attesting to the truth and correctness of all facts and information presented with the application, on or before the scheduled monthly Zoning Commission meeting deadline, as identified on the Zoning Commission schedule found on the Clearcreek Township website ([www.clearcreektownship.com](http://www.clearcreektownship.com)).
- (2) All applications shall be submitted with the required fees as established in the Clearcreek Township fee schedule found on the Clearcreek Township website ([www.clearcreektownship.com](http://www.clearcreektownship.com)).

- (3)** The Zone Change Amendment Request/PUD Concept Plan Application shall include the following items:
- a)** An area map showing adjacent property owners and existing uses within 200 feet of the parcel(s).
  - b)** A legal description of the metes and bounds of the parcel(s).
  - c)** A PUD Concept Plan to scale, though it need not be to the precision of a finished engineering drawing, which shall clearly show the following:
    - 1)** The existing type of topographical features of the site.
    - 2)** The general location of building lots and their areas in acres.
    - 3)** The general outlines of the interior roadway system and all existing right-of-way(s) and easement(s), whether public or private with acreage specified.
    - 4)** Delineation of the various land use areas with an indication for each such area of its general extent, size, and composition in terms of use and bulk of structures.
    - 5)** A calculation of residential net density and/or net floor area ratio.
    - 6)** The interior common open space system with acreage specified.
    - 7)** Identification of all areas declared to be an amenity for the PUD with acreage specified. Square footage of structures and percentage of impervious surfaces to be specified.
    - 8)** A drawing showing all soil types and their classifications. Additionally, a map indicating floodway and/or floodplain boundaries as determined by the federal emergency management agency shall be included for sites that have been subject to flooding and/or erosion at any time.
    - 9)** Where areas lie in any aircraft approach and holding patterns, these areas shall be indicated.
    - 10)** Principal ties to the community at large with respect to transportation, water supply, and sewage disposal shall be indicated.
  - d)** A net density plan illustrating the net density able to be obtained if developed under a straight zoning classification, to scale, though it need not be to the precision of a finished engineering drawing, which shall clearly show the following:
    - 1)** The existing type of topographical features of the site.
    - 2)** The general location of building lots and their areas in acres.
    - 3)** The general outlines of the interior roadway system and all existing right-of-way(s) and easement(s), whether public or private with acreage specified.
    - 4)** A calculation of residential net density and/or net floor area ratio.
    - 5)** The interior common open space system with acreage specified.

- 6) Identification of all areas declared to be an amenity for the PUD with acreage specified. Square footage of structures and percentage of impervious surfaces to be specified.
  - 7) A drawing showing all soil types and their classifications. Additionally, a map indicating floodway and/or floodplain boundaries as determined by federal emergency management agency shall be included for sites that have been subject to flooding and/or erosion at any time.
  - 8) Where areas lie in any aircraft approach and holding patterns, these areas shall be indicated.
  - 9) Principal ties to the community at large with respect to transportation, water supply, and sewage disposal shall be indicated.
- e) A written report containing the following:
- 1) General description of availability of other community facilities, such as schools, fire protection services, and cultural facilities if any, and how these facilities are affected by this proposal.
  - 2) Evidence how the developer's proposed land use(s) meet existing and projected community requirements.
  - 3) A general statement how the common open space shall be owned and permanently maintained.
  - 4) If the development is to be phased, a general indication as to how the phasing is to proceed. Whether or not the development is to be phased, the PUD Concept Plan shall show the intended total project.

**SEC. 13.05(A)(2) Stage 1: PUD Objectives**

- (a) The Stage 1: Zone Change Amendment Request/PUD Concept Plan shall be acceptable, if:
- (1) The proposed use(s) are appropriate for the parcel(s) being reviewed; **and**
  - (2) The following information is specified/clarified in the narrative and on the drawing(s) at the time of approval:
    - a) The list of uses permitted within the PUD are specified.
    - b) The general location of such uses is specified.
    - c) Any use-specific standards that may apply to the permitted uses are included.
    - d) The maximum density or intensity is permitted within the PUD.
    - e) The amount and general location of open space are identified.
- (b) The Clearcreek Township Zoning Commission and/or Clearcreek Township Board of Trustees shall have the authority to impose special conditions related to the PUD and to

approve development standards unique to the PUD as deemed necessary in order to promote the public health, safety, morals, and general welfare of Clearcreek Township.

**SEC. 13.05(A)(3) Stage 1: Conditions for Approval**

The following criteria shall be used in the recommendations and decisions made regarding the Stage 1: Zone Change Amendment Request/PUD Concept Plan. Failure to comply with any of these criteria requires that explicit rationale or alternative requirements be set forth.

- (a) The Zone Change Amendment Request/PUD Concept Plan is consistent with the Clearcreek Township Master Land Use Plan;
- (b) The intensity proposed for the PUD does not exceed the maximum density or lot coverage allowed for the PUD as a whole;
- (c) The use(s) proposed will not be detrimental to existing and potential future surrounding uses and will harmoniously relate to the surrounding area;
- (d) The minimum common open space areas have been designated and designed in accordance with the provisions of this Resolution and shall be conveyed to a legally established homeowner's or property owner's association, commercial management group, or other agency as herein provided;
- (e) Approval of the Stage 1: Zone Change Amendment Request/PUD Concept Plan may be conditional upon provisions that are necessary for the protection of public health, safety, morals, and general welfare. Thus, the Clearcreek Township Zoning Commission or Board of Trustees may require the submittal of a revised PUD Concept Plan if it is determined that modifications are required to comply with this Resolution.

**Submitted drawing:**

**Two (2) sets of drawings shall be submitted on paper measuring 24” by 36” for staff review and for display during the public hearing.**

**One (1) set of architectural/construction drawings shall be submitted on paper measuring 11” by 17” for Warren County Regional Planning Commission, the staff file, Zoning Commission and Board of Trustee packets.**

1. Tax Mailing Address Information shall be filled out below:

It is the responsibility of the applicant to also supply the tax mailing addresses of all owners of property located contiguous to, directly across the street from and within two hundred (200) feet of any part of the subject property being considered for a zone change request. This information is found at the Warren County Auditor’s Office, Warren County Engineer’s Map Room and at [https://www.wcauditor.org/Property\\_Search/](https://www.wcauditor.org/Property_Search/). This information can also be provided in a Microsoft Excel electronic spreadsheet.

1. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
2. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
3. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
4. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
5. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
6. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
7. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
8. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
9. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
10. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
11. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
12. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_
13. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
Tax Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_

14. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
 Tax Name: \_\_\_\_\_  
 Address, City, State, Zip: \_\_\_\_\_
15. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
 Tax Name: \_\_\_\_\_  
 Address, City, State, Zip: \_\_\_\_\_
16. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
 Tax Name: \_\_\_\_\_  
 Address, City, State, Zip: \_\_\_\_\_
17. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
 Tax Name: \_\_\_\_\_  
 Address, City, State, Zip: \_\_\_\_\_
18. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
 Tax Name: \_\_\_\_\_  
 Address, City, State, Zip: \_\_\_\_\_
19. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
 Tax Name: \_\_\_\_\_  
 Address, City, State, Zip: \_\_\_\_\_
20. Parcel#: \_\_\_\_\_ Acres/Lot#: \_\_\_\_\_  
 Tax Name: \_\_\_\_\_  
 Address, City, State, Zip: \_\_\_\_\_

2. If the applicant is not the property owner, an agent letter from the property owner outlining the length and terms of the agent status must be submitted with this application.

The undersigned acknowledges reading the former application. The undersigned certifies that information herein along with all submitted documents are factual and correct.

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Applicant Signature

Date