

# Concord Township Zoning Department

## Informational Sheet #8: Zoning Amendment Applications

### 1) What are the procedures for filing a Zoning Amendment request?

- Complete an Application for Zoning Amendment at the Township Zoning Office.
- Pay the required fee of \$500.
- Submit ten (10) copies of supporting documentation, which includes:
  - A legal description of the property.
  - A vicinity map showing property lines, streets, and existing and proposed zoning.
  - The proposed amendment to the zoning text or map.
  - Other maps, plans, letters, photographs, or information relevant to the request.

### 2) What is the timeline for filing applications for Zoning Amendments and scheduling a public hearing?

- Upon filing, the application will be added to the Zoning Commissions meeting agenda for the purpose of scheduling a public hearing.
- The public hearing will be scheduled at least 20 but no more than 40 days after the application is accepted by the Zoning Commission.
- The Zoning Commission meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at Town Hall.

### 3) What are the notification requirements for Zoning Amendments?

- Once a public hearing is scheduled, the Township is required to make public notice of the hearing and application.
- Notices will be mailed to affected property owners 20 days prior to the hearing and published in the newspaper 10 days prior to the hearing, as applicable.

### 4) When will the proposed amendment be voted on?

- After the public hearing is closed, the Zoning Commission will recommend approval or denial (or some modification) of the proposed amendment to the Board of Trustees within 30 days.
- A second hearing will be scheduled by the Trustees to review and vote on the proposed amendment (notice of meeting will be made in the paper).
- After the second hearing is closed, the Trustees will either adopt or deny the recommendation of the Zoning Commission (or some modification) within 20 days.

### 5) Is attendance required at these meetings?

The applicant or his/her representative must be in attendance at all scheduled public hearings for the application.

#### Contact Information:

7229 Ravenna Road                      MWThF 8:00-3:00  
Concord Twp., OH 44077              Tu              8:00-5:30  
(440) 354-7510 ext. 105 or 106

