



**SUGARCREEK TOWNSHIP ▪ GREENE COUNTY ▪ OHIO  
ZONING OFFICE**

**2090 Ferry Road, Bellbrook, Ohio 45305**

**TELEPHONE: (937) 848-8426**

[www.sugarcreektownship.com](http://www.sugarcreektownship.com)

**SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR  
FINAL DEVELOPMENT PLANS**

An application for final development plan approval submitted to the Sugar Creek Township Zoning Office must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written, and graphic requirements, as well as application submittal forms. The checklist together with all required information, original application forms and copies must be submitted in complete and accurate form before the application will be processed by the Zoning Office.

The filing date of the application packet shall be the date on which all information submitted is examined by the Zoning Office and found to meet all the requirements as described in this packet. The submission deadline represents the final day on which an application will be accepted. **After the submission deadline, the applicant cannot modify any portion of the information submitted unless specifically requested by staff, the Zoning Commission or the Board of Trustees. Early submission is therefore highly recommended to assure placement on the agenda and adequate time for revisions and corrections.**

The Sugar Creek Township Zoning Office maintains a list of monthly meeting dates and submission deadlines.

**PLEASE NOTE THAT THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION MAY BE SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORD LAWS OF THE STATE OF OHIO.**

## SUBMISSION REQUIREMENTS FOR FINAL DEVELOPMENT PLANS

**FOR SUGARCREEK TOWNSHIP ZONING OFFICE USE ONLY:**

CASE #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

**1. GENERAL REQUIREMENTS**

Incomplete or inaccurate applications will not be accepted for processing or be placed on the agenda.

\_\_\_\_ 1.1 **PRE-APPLICATION MEETING**      **DATE:** \_\_\_/\_\_\_/\_\_\_  
**TIME:** \_\_\_\_\_

The applicant is required to present the concept of the final development plan to the Zoning Office and to obtain and discuss the overall application process before submitting the application packet. Please call (937) 848-8426 to schedule an appointment. There will be no assurance at any time, implicitly or otherwise, regarding final staff review to the Commission about this application.

\_\_\_\_ 1.2 **SUBMISSION DATE**      **DATE:** \_\_\_/\_\_\_/\_\_\_

The application packet must be submitted to the Sugarcreek Township Zoning Office in person, no later than the SUBMISSION DEADLINE. Prior to submitting the application packet and necessary information, the applicant should revise proposed plans and/or zoning plat as advised by the Zoning Office. After the submission deadline, the applicant cannot modify any portion of the information submitted unless specifically requested by staff, the Zoning Commission or the Board of Trustees. Early submission is recommended to assure placement on the agenda and adequate time for revisions and corrections. **Incomplete or inaccurate applications will not be accepted for processing or be placed on the agenda for any hearings or meetings.**

\_\_\_\_ 1.3 **APPLICATION FEE**      **\$850**

An application for a final development plan shall be accompanied by a non-refundable fee 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 amendment. Please make checks payable to Sugarcreek Township.

Final development plan application cancellations must be submitted in writing to the Zoning Office. **There shall be no refund or part thereof once public notice has been given.**

## **2. WRITTEN REQUIREMENTS**

### **\_\_\_\_\_2.1 METES AND BOUNDS LEGAL DESCRIPTION**

Submit on a single 8<sup>1/2</sup>" x 11" paper the following information:

- A. a metes and bounds description of the subject site;
- 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 to be rezoned, is a complete, proper and legal description thereof.

### **\_\_\_\_\_2.2 PROPERTY DEED**

Submit one copy of the deed to the subject property as filed in the Greene County Recorder's Office.

### **\_\_\_\_\_2.3 ADJACENT PROPERTY OWNERS LIST**

Submit one typewritten list containing the names, tax mailing addresses and parcel numbers of all parcels within and contiguous to and across the street from the subject site and submit two additional copies of the list on mailing labels.

### **\_\_\_\_\_2.4 FINAL DEVELOPMENT PLAN APPLICATION FORM**

Complete and submit the original application form (provided in this packet).

### **\_\_\_\_\_2.5 PREVIOUS ACTION INFORMATION**

Submit one copy of all resolutions and minutes of previous meetings and hearings involving the original approval of the zone amendment to PUD District.

### **\_\_\_\_\_2.6 PROPERTY OWNER'S AFFIDAVIT**

Complete and submit the original Affidavit (provided).

### **\_\_\_\_\_2.7 CHECKLIST OF REQUIREMENTS**

**Submit this checklist fully completed.**

### 3. GRAPHIC REQUIREMENTS

- \_\_\_\_ 3.1     **PRELIMINARY DEVELOPMENT PLAN**  
Submit one (1) copy of the previously approved Preliminary Development Plan
- \_\_\_\_ 3.2     **REDUCED PRELIMINARY DEVELOPMENT PLAN**  
Submit one (1) copy of the preliminary development plan reduced to an 11" x 17" maximum sheet of paper.
- \_\_\_\_ 3.3     **FINAL DEVELOPMENT PLAN**  
Submit sixteen (16) **folded** copies of the Final Development Plan(s) 24" x 36". 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:
- \_\_\_ A.       survey of the tract to be developed showing existing physical features (general topography, drainage ways and tree cover) and streets, easements and utility lines;
  - \_\_\_ B.       site plan showing lot lines, building outlines, off-street parking spaces, pedestrian walkways, and vehicular circulation;
  - \_\_\_ C.       preliminary building plans, including floor plans and elevations;
  - \_\_\_ D.       landscape plans, including quantity, size and varieties of landscaping;
  - \_\_\_ 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 Homeowner's Association for the purpose of maintaining the specified common space within the PUD; and
  - \_\_\_ G.       copies of any restrictive covenants that are to be recorded.
- \_\_\_\_ 3.4     **REDUCED FINAL DEVELOPMENT PLAN**  
Submit one (1) copy of the final development plan reduced to an 11" x 17" sheet of paper.

INFORMATION SUBMITTED SHALL BE ASSUMED TO BE CORRECT AND APPLICANT AND/OR AGENT SHALL ASSUME RESPONSIBILITY FOR ANY ERRORS AND/OR INACCURACIES RESULTING IN AN IMPROPER APPLICATION.

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**Signature of person preparing this checklist     Phone Number     Date Submitted**  
**(Applicant or Representative)**

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**Printed name of person preparing this checklist**

**REQUIRED CONDITIONS FOR APPROVAL  
OF FINAL DEVELOPMENT PLANS**

The Board of Zoning Commission shall study, review, and make written findings regarding the final development plan to ensure the following conditions have been met:

Appropriate arrangements with the applicant have been made to ensure the accomplishment of the public improvements and reservation of common open space as indicated on the preliminary development application and final development application. If deemed necessary by the Board of Township Trustees during the preliminary development application approval process, this assurance may require that the Board of Township Trustees require a bond to ensure the successful and proper completion of such improvements.

The proposed detailed final development application for an individual section of the overall PUD 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 application, the Sugar Creek Township Long Range Land Use Plan, and other adopted township development policies.

Each individual phase of the development can exist as an independent unit that is capable of creating an environment of sustained desirability and stability, or that adequate assurance will be provided that such objective can be obtained.

That any part of the PUD not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; or if approved by the BZC, left in its natural state.

That any exception from the design standards provided in the PUD District is warranted by the design and amenities incorporated in the detailed final development application.

That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.

That the detailed final development application is consistent with the intent and purpose of Article 1 of this Resolution.

The final development application has been transmitted to, and comments received from, all other agencies and departments charged with responsibility of review.

The final development application contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably required for the public health, safety and welfare.



