



1454 Rome Corners Road
Galena, Ohio 43021
740-965-2992
www.berkshiretp.org

Application # _____
Date received _____
Township fee \$ _____ Make check payable to Berkshire Township
DCRP Fee \$500.00 _____ Make check payable to Delaware County Regional Planning

Application for Planned Residential District (PRD Article 11)

Name of applicant _____

Address of applicant _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name of Developer _____

Name of property owner _____

Address of property owner _____

City _____ State _____ Zip _____

Phone _____ Email _____

Location/address of property to be rezoned _____

Parcel number(s) _____

Current zoning _____ Current use _____ Total acres _____

Proposed use _____ Acres to rezone _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

The applicant(s) shall prepare and submit eleven (11) copies of this application, the Development plan, and all attachments, along with applicable fees to Berkshire Township. The application shall be signed by the applicant and all property owners. The Berkshire Township Zoning Commission may request that any county agency and/or any committee of the Delaware County Regional Planning Commission submit comments for consideration at the meeting.

The undersigned hereby certify that the information contained in this application and its supplements are true, correct, and complete. The undersigned agree to be bound by the provisions of the Berkshire Township Zoning Resolution and gives Berkshire Township permission to place signage on the subject property to announce hearings.

Property owner: _____ Date: _____

Property owner: _____ Date: _____

Applicant: _____ Date: _____

At the time of filing, the Applicant must submit the following:

- 1. A survey plat and legal description by a registered Ohio surveyor showing the size and location of the proposed development.
- 2. A list of the names and addresses of all property owners, as appearing on the County Auditor’s current tax list, who are within, contiguous to, directly across the street from, and within 200 feet of the perimeter boundaries of the area proposed to be rezoned.
- 3. The proposed size and location of the planned district, showing topographic contours of at least 5’ intervals, existing and proposed structures, and structures within 200’ of the development tract.
- 4. **If rezoning only with a preliminary development plan:** details associated with Article 11 Section 11.08, 11.09 and preliminary discussion/documents relating to Article 21, Article 22, and Article 23.
- 5. **If rezoning with a final development plan:** detailed development plans as stated in the Berkshire township Zoning Resolution, Article 11, Article 21, Article 22, and Article 23.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant and property owner(s) certifies that all information contained herein is true and accurate and is submitted to induce the issuance of the requested zoning change. Applicant agrees to be bound by the provisions of the zoning resolution of Berkshire Township, Delaware County, Ohio.

Applicant: _____ Date: _____

Property owner(s): _____ Date: _____

NOTE: The initial application fee covers **TWO** Zoning commission hearings. If additional hearings are requested by the applicant, additional fees will be charged in accordance with the adopted fee schedule and are payable before the next hearing will be scheduled.

Received by: _____ Date: _____

PRD Application check list

The development plan to scale and to provide all required information under Article 11 of the Berkshire Township Zoning Resolution. Copies as follows:

- 10 – complete text and reduced scale drawings (11 x 17 paper)
- 1 – complete text and standard scale drawings (24" x 36" paper)
- 1 – digital copy (pdf format)

Basic content

- Table of contents
- Survey plat and legal description
- Location and dimensions of all existing buildings, structures, access drives and landscaping
- Location of water and sanitary system and dimensions with capacities
- Traffic impact analysis, with county letters of review
- Existing physical features including drainage, wetlands, streams, and easements
- Fire department preliminary approval letter based on plans submitted for zoning approval
- Summary of all divergences requested and the reason for the request
- Estimated value of project

FOR PRELIMINARY DEVELOPMENT PLAN

- Permitted density calculation and open space design
- General architectural standards with examples
- Service letters from Delaware County Sheriff, Delaware County Sewer, Del-Co Water, Delaware County Soil and Water
- General layout of streets, sidewalks, and paths including access to open space

FOR FINAL DEVELOPMENT PLAN

- Drawings to scale of at least 1' = 100 foot
- Architectural design criteria including specific renderings of the elevations
- Complete landscape details with quantity, size, and plant species
- Complete and specific open space plans and uses
- Specific design standards and locations for streets, sidewalks, and bike paths including connectivity