



1454 Rome Corners Road
Galena, Ohio 43021
740-965-2992
www.berkshiretwp.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 Commercial and Office District (PCD Article 15)

Name of applicant _____	Contact _____
Address of applicant _____	
City _____	State _____ Zip _____
Phone _____	Email _____
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 _____
NAICS Code No. _____	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.

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

- 1. Applicant shall include a complete legal description and survey of the property.
- 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, at a scale of 1” = 200’, showing topographic contours of at least 5’ intervals, existing and proposed structures, and structures within 200’ of the development tract.
- 4. **If Rezone only with a Preliminary Development Plan:** Details associated with Article 15 Section 15.05, 15.09 (A), preliminary discussion/documents relating to Article 21, Article 22 and Article 23.
- 5. **If Rezone with a Final Development Plan:** Detailed development plans as stated in the Berkshire Township Zoning Resolution, Article 15 Section 15.05 and 15.09 (C), Article 21, Article 22, and Article 23.
- 6. Any other supporting documentation.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant and property owner(s) certifies that all information contained herein is true, complete and accurate and is submitted to induce the issuance of the requested zoning change. Applicant and property owner(s) 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.

Applicant: _____ Date: _____
Property owner(s): _____ Date: _____
_____ 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: _____

PCD Application check list

This checklist is provided for the sake of convenience and is not a substitute for the requirements set forth in the Berkshire Township Zoning Resolution. The development plan must be to scale and provide all required information under Article 15 on 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 a letter of review by County Engineer with required road improvements
- ☐ Existing physical features, including drainage, wetlands, streams, and easements

Proposed development

- ☐ If Preliminary Development Plan – Section 15.09 A. 1-11
- ☐ If final development plan – Section 15.09 C. 1-2 (Please *pay strict attention to section 15.09 C. 2. A.*)
- ☐ Estimated Value of Project
- ☐ Jobs created at project completion