



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 \$300.00 _____ Make check payable to Delaware County Regional Planning

Application for Planned Mixed Use District (PMUD)
Circle one: PMUD Article 16 PMUD Article 17

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 _____

NAICS Code No. _____ Proposed use _____ Acres to rezone _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

The applicant(s) shall prepare and submit nine (9) 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. A survey plat and legal description by a registered Ohio surveyor showing the size and location of the proposed development.
2. A grading plan drawn to scale, showing all information pertaining to surface drainage.
3. A detailed landscape plan shall be submitted with the development plan and shall be subject to approval as part of the development plan. It shall depict and identify all proposed landscaping features.
4. A detailed signage and exterior lighting plan shall be submitted with the development plan and shall be subject to approval as part of the development plan.
5. A detailed parking and loading plan shall be submitted with the development plan and shall be subject to approval as part of the development plan.
6. An explanation of the method/structure and proposed documentation and instruments to be used in order to perpetually own, maintain, and preserve the open space, as required, that is unified and permanently protected. The location, size and proposed spaces are to be detailed.
7. A complete development plan which shall contain **ALL** the information/materials listed in section 16.06(C) or 17.06 (C) of the Berkshire Township Zoning Resolution. Please address each line item in order listed providing a table of contents designating where each item can be found within the submission. (A check list of these items is included below)
8. 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.

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: _____

PMUD 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 16 or Article 17 on the Berkshire Township Zoning Resolution. Copies as follows:

- 8 – 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

- Location of all proposed buildings, streets, open spaces, with all area calculations
- Building elevations and 4 sided architectural renderings in color
- Materials, list of all exterior to be used
- Impervious and pervious surface location and dimensions with calculations provided
- Parking layout with dimensions - show parking calculations
- Landscape details. Location, quantity, size, and plant species used
- Lighting details -location, type of fixture, height, and photometrics
- Screening details of parking areas, dumpster, roof, and ground mechanical equipment
- Location of all open space area and no-build zones with a definition of no-build
- Means of ingress/egress to site both during construction and opening day
- Sign package with specific location and size. Include a complete sign inventory
- Letters of plan review from Delaware County Sewer, Del-Co Water, Delaware County Soil and Water, Delaware County Sheriff Department, Delaware County Health Department
- 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
- Jobs created at project completion