



<b>Internal Use Only:</b>	
Case No.	_____
Date Filed	_____

## Zoning Code Text Amendment Application

### Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name \* \_\_\_\_\_

Mailing Address \* \_\_\_\_\_

City, State & Zip Code \* \_\_\_\_\_

Telephone Number(s) \* \_\_\_\_\_

Email Address \_\_\_\_\_

Amendment Description \* \_\_\_\_\_

### Submission Requirements and Documentation

From Section 1135.02 Procedure<sup>1</sup>.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (b) Application. If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) Contents of application. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
  - A. Application Fee.
  - B. The name, mailing address, and telephone number of the applicant.
  - C. A general description of the proposed amendment.
  - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
  - E. A statement that identifies potential negative consequences of the proposed amendment.
  - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
  - G. Any existing section number and text that is proposed to be deleted or amended.
  - H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
  - I. A narrative statement that describes the expected effects of the proposed text.
  - J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

### Decision Process

From Section 1135.02(c)(1) Decision Standards<sup>1</sup>.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

## Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

## Fees & Receipt

The required fee is \$150.00. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

## Sign and Date

Applicant Signature \* \_\_\_\_\_

Date \* \_\_\_\_\_

## Submit Application, Submission Requirements and Documentation, and Fees

***We will not accept incomplete applications and/or plans and documentation.***

Send or drop off this application with required documentation as attachments and a check for the fee made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested.

### For Staff Use Only

Fee Paid Date \* \_\_\_\_\_

Receipt Number \* \_\_\_\_\_

<sup>1</sup> City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>