

**APPLICATION FOR ZONING TEXT AMENDMENT  
LIBERTY TOWNSHIP, UNION COUNTY, OHIO**

P.O. Box 122 | Raymond, Ohio 43067 | (937) 303-2028 | liberty.township.zoning@gmail.com

The undersigned hereby applies to the Liberty Township Board of Trustees, through its designated Zoning Commission, for an amendment to the Liberty Township Zoning Resolution (“the Resolution”) as described in this application. The proposed amendment shall be assessed on the basis of the information contained within this application, as well as on information provided by any party at public hearings conducted under the terms of the Resolution. The Applicant recognizes that the Board of Trustees and the Zoning Commission are under no obligation to grant the requested amendment, and that the fee associated with this application is not refundable under any circumstances. By signing below, the applicant hereby certifies that all information and attachments provided as part of this application are true and correct.

IN ADDITION to this form, the applicant MUST supply:

- A complete, detailed written description of the specific text amendment(s) proposed, including references to existing articles and sections of the Resolution, and proposed changes. (It is expected that this description will require pages in addition to this basic application.)
- Proof of ownership or lease interest in a lot or parcel within Liberty Township that would be directly affected by the proposed amendment(s).
- Maps, drawings, or other graphical representations that would illustrate the effects of the proposed amendment(s).
- A clear and detailed statement justifying the proposed amendment(s).
- A certified check or money order for the appropriate fee made out to LIBERTY TOWNSHIP. (Fee schedule is on the Liberty Township website [www.libertytownshipunionco.com](http://www.libertytownshipunionco.com))

Name of applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Brief description of proposed amendment(s); attach additional sheets as necessary:

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Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE-----

Application# \_\_\_\_\_ Date: \_\_\_\_\_

## **LIBERTY TOWNSHIP ZONING AMENDMENTS**

### General

The Liberty Township Zoning Resolution (“the Resolution”) is the product of dozens of dedicated public servants, working over decades, investing many hundreds of man-hours in the interest of the residents of Liberty Township. It is meant to encompass the needs and desires of the Township's citizens, and to incorporate modern, profitable, sensible, and safe standards into the regulation of land use. Above all, the Resolution is meant to balance the rights and desires of individual landowners with the needs and expectations of the community.

Amending the Resolution is not to be taken lightly, but proposing amendments to the Resolution is the right of anyone who owns or leases property in the Township. Amendments may also be proposed by the Zoning Commission or by any member of the Board of Trustees.

The complete text of the current Resolution is available for viewing or download by way of the township's Zoning web page. You may refer to Article VI for details about zoning amendments.

### What is a zoning amendment?

An amendment is literally a change to the Resolution. It may be a change of language, a change of standards, a change of dimensions, a change of zoning districts, or any other change to the Resolution itself. A successful amendment to the Resolution would result in a revised Resolution being adopted by the Board of Trustees.

### How do I get my proposed amendment considered?

An amendment to the Resolution may be proposed by anyone who owns or leases property in Liberty Township. Once application is made, proposals for amendments will be considered in turn by the Liberty Township Zoning Commission, the Regional Planning Commission, and the Liberty Township Board of Trustees. The first two entities will make recommendations. The Trustees will render the final decision.

### What is the process?

The first step is the application. The correct application for an amendment to the Resolution is available through the Zoning Inspector or by downloading it from the township's web page. Once the application is completed, it must be turned in, along with the associated exhibits and the appropriate application fee, to the Zoning Inspector.

The Zoning Inspector will review and process the application, transmitting it to the Zoning Commission. The Zoning Inspector may contact the Applicant to request further information or documentation during this review period.

The Zoning Commission must then accomplish several tasks:

- Schedule a public hearing no less than 20 days and no more than 40 days after accepting the application for amendment.
- Provide a copy of the application for amendment to the Regional Planning Commission for review and recommendation.
- Notify the public, by means of a legal notice published in the local newspaper of record, of the amendment request and of any scheduled public hearings.

It is customary (but not mandatory) for you, as the Applicant, to attend the public hearings of the Zoning Commission, and if you do attend, you may be called upon to answer questions and possibly provide additional information concerning your requested amendment(s).

Within 70 days of receiving your application, and after a public hearing, the Zoning Commission will render a recommendation and transmit that recommendation to the Board of Trustees for consideration. The Zoning Commission may recommend approval, approval with modifications, or denial.

Once the Zoning Commission has given its recommendation to the Board of Trustees, the Board must schedule a public hearing on the matter within 30 days. This may be done as part of a regularly scheduled monthly meeting or as a separate special session. No more than 20 days after such a hearing, the Board of Trustees shall issue a ruling on the proposed amendment(s).

As the Applicant, it is customary (but not mandatory) for you to attend the public hearing assembled by the Board of Trustees, and if you attend, you may be called upon to answer questions and provide additional information as needed.

If approved, or approved with modifications, the amended Resolution will take effect thirty days after final action by the Board of Trustees.

#### How is the decision made?

It is the express intention and the obligation of the Board of Trustees and the Zoning Commission to consider “the public necessity, convenience, general welfare, or good zoning practices” when contemplating any application for a zoning amendment. (Resolution, Article VI, Section 601.)

#### About the Application Fee

Payment of the application fee for a Zoning Amendment is a prerequisite to any action by the Zoning Inspector, the Zoning Commission, or the Board of Trustees. The fee is payable in cash, certified check, or money order at the time of application. Payment of the application fee will in no way influence the actions of the Zoning Inspector, the Zoning Commission, or the Board of Trustees, except that failure to pay the fee will prevent your application from being processed.

The application fee is required to offset the costs incurred by the Township as a direct result of your application to amend the Resolution and the subsequent hearings. In addition to the time spent in processing and considering your application, the costs include communications (stationery and postage), public notice (newspaper fees), and payment to the members of the Zoning Commission for their services. (Please note that Zoning Commission members do not receive a regular salary or other compensation, but are paid *only when and if they are called together for a hearing.*)

In short, your application fee has been essentially spent by the time your first hearing is held. Thus, application fees are not refundable under any circumstances.