



Instructions for UDO Text and Official Zoning Map Amendments Pursuant to Codified Ordinance 1105.07

Amendments to the UDO text or map shall take place through the following steps:

1. **Pre-application Meeting**: The applicant shall meet with the Planning and Economic Development Department (PEDD) prior to submitting an application for an amendment. The purpose of the meeting is to discuss the proposal and to provide feedback regarding applicable standards and requirements;
2. **Preliminary Review by the PEDD**: Upon receipt of an application, the PEDD shall, within ten (10) business days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the PEDD shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been provided. If it is complete, the PEDD shall forward the application to the members of the TRC, if applicable. A complete application package shall be forwarded to Planning Commission;
3. **Review by the TRC**: The members of the TRC shall review the application and forward comments within five (5) business days to the PEDD, who shall then forward the comments of the TRC to the Planning Commission;
4. **Public Hearing and Notice**: Within ten (10) business days of determining that an application contains all the necessary and required information, the Clerk of Council shall place the application on a Planning Commission agenda and schedule a public hearing on the proposed amendment. Notice of the hearing shall be provided at least once in one (1) or more newspapers of general circulation in the City of Riverside. The notice shall be published at least seven (7) business days before the date of the hearing. The notice shall state the time and place of the hearing and a summary of the proposed amendment. The text of the proposed amendment, maps, and plans (if applicable) shall be on file for public examination in the office of the Clerk of Council;
5. **Notice to Property Owners**: If the proposed amendment intends to rezone a parcel or parcels, a written notice of the public hearing shall be provided to all property owners of property within 300 feet of the area proposed to be rezoned. The applicant shall provide to the PEDD a list, based upon the County Auditor's current tax lists, of all property owners within 300 feet of the area proposed to be rezoned. The PEDD shall send such notice, by first class mail, at least twenty (20) days before the date of the hearing addressed to the owners appearing on the County Auditor's current tax list and to such other list verified by staff;
6. **Planning Commission Public Hearing**: The Planning Commission shall review the application at a public hearing and recommend action to the City Council;

7. Planning Commission Recommendation: The Planning Commission may recommend that the amendment be approved as requested, approved with modifications by the Planning Commission; or be denied. Planning Commission's failure to act shall be deemed a denial. Planning Commission shall indicate the specific reason(s) for its recommendation. Such recommendation shall require the support of the majority of the membership of Planning Commission present at the time such recommendation has been duly made and supported provided that at least three (3) members are present. Such recommendation shall be forwarded to the City Council in ordinance form;
8. Notice by City Council and Public Hearing: Following receipt of the recommendation from Planning Commission to either adopt or deny a text or map amendment, the City Council shall introduce the proposed ordinance at a regular or special meeting in accordance with the provisions of the City Charter. The City Clerk shall schedule a public hearing on the proposed amendment;
9. Notice to Property Owners by City Council: Notice of the public hearing shall be published at least once in one (1) or more newspapers of general circulation in the City of Riverside at least ten (10) days before the public hearing date;
10. Action by City Council: After the public hearing, the City Council shall, in ordinance form, adopt by a majority vote of the full membership of City Council the Planning Commission's recommendation; deny the recommendation; or adopt some modification thereof; and
11. Effective Date: The amendment shall be effective thirty (30) days following approval by the City Council unless otherwise indicated by emergency legislation

Submittal Requirements:

1. The name(s), parcel address(s), mailing address(s), e-mail address(s) and telephone numbers of the applicant(s), and the property owner(s) or designated agent if other than the applicant(s);
2. Legal documentation of the parcel(s) to be rezoned, drawn by a surveyor registered in the State of Ohio;
3. A statement of the reason(s) for the proposed amendment;
4. Present use and zoning district;
5. Proposed use and zoning district of the subject site plus all parcels within 300 feet;
6. A vicinity map at a scale determined by the PEDD showing property lines, existing and proposed zoning, thoroughfares, and such other items as the PEDD may require;
7. A list of the names and mailing addresses of all property owners within 300 feet of the subject parcel(s) including any properties located in adjoining communities;
8. The payment of the application fee as established by City Council; and
9. Electronic files of all developments, plans, subdivisions and other required information in a format defined by the PEDD.



UDO Text and Official Zoning Map Amendments

NOTE: Permit fee costs for both rezoning and zoning text amendment applications is \$300, which must be paid at the time the application is submitted.

UDO Text Amendment Zoning Map Amendment

OFFICIAL USE ONLY	
PC Case No.	
Date	

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Planner, City Engineer, and/or the City Attorney to insure that the requested items(s) for review in this application is compliant to the current zoning laws and policies of the City of Riverside. I, as the applicant acknowledge that any cost incurred by the City of Riverside as they relate to the review of the application by any of the City's consultants listed above are my responsibility to reimburse and agree to repay the City of Riverside for any and all costs incurred to it in the review of this application.

Signature: _____ **Date:** _____

Applicant is the: Owner Lessee Contractor/Architect

Property Owner's Name: (If different from applicant): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

A legal description and survey of the subject property must be attached as part of the application. Is the legal description attached? Yes No

Parcel Identity No(s): _____

Existing Use of Property _____ Proposed Use of Property _____

Present Zoning District _____ Proposed Zoning District _____

Existing Zoning Districts within 300 feet of property:

North _____ South _____ East _____ West _____

For rezoning applications, a list of names and mailing addresses of property owners within 300 feet of subject parcel is required to be provided by the applicant. This data can be based on information from the Montgomery County Auditor. For assistance, contact the Montgomery County Auditor at 937-225-4326.

For rezoning applications, explain the proposed use of property and the reason(s) for the zoning map amendment. For zoning text amendments, attach the suggested text for the UDO amendment and an explanation for the amendment. Use additional sheets if necessary.

To Be Completed By City

Date application and fee received: _____ Staff Initials: _____ Receipt #: _____

Application is: APPROVED DENIED

Zoning Administrator: _____ Date: _____

Note: approval of the application by the PEDD is not an approval of the rezoning or zoning text amendment change, but an approval for the application to move forward to the Planning Commission for the beginning of the public hearing process.