



**Prairie Township Zoning Office**

25 Maple Drive  
Columbus, Ohio 43228

(614) 878-3317 ext 103  
(614) 878-0566 Fax  
www.prairietownship.org

This is to confirm that the Zoning Office has informed you of all application requirements and procedures with regard to your project located at \_\_\_\_\_, which includes the items indicated on the following list:

- Rezoning Process
- Meeting with Prairie Township Zoning Staff
- Meeting with Franklin County Development Staff
- Darby Accord Advisory Panel
- Franklin County Technical Review Board
- Franklin County Planning Commission
- Variance Process
- Conditional Use Process
- Any Other Required BZA Approval \_\_\_\_\_.
- Drainage Review Process
- Land Use Disturbance Permit
- Commercial Permits
- EPA Approval
- FSWCD Approval
- Board of Health Approval
- All Required Fees
- Fire Marshal Approval
- Contact (Township, County and/or State) with regard to road related issues
- Throughout the rezoning process the applicant understands additional requirements of Prairie Township Zoning Resolution, or other departments, may be applicable

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature



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### ZONING AMENDMENT SUBMISSION REQUIREMENTS PRAIRIE TOWNSHIP ZONING COMMISSION

Zoning Commission regular scheduled meetings are the fourth Tuesday of each month at 3:00 p.m. In the event of a public hearing the time is generally changed to 7:00 p.m.

#### ***Submission Requirements***

In order for an application to be processed and placed on the Prairie Township Zoning Commission's agenda, all of the following material must be submitted and reviewed by the Zoning Office.

*An application is not complete unless all items listed below are submitted along with the completed application form:*

- ✓ Completed Application
- ✓ Plot plan drawn to scale indicating *north arrow* on the drawing. Drawing needs to provide all information mentioned on this form, numbers 2 through 13. (You must submit 13 copies of all large plats)
- ✓ Lot dimensions and boundary lines including total acreage of parcel or parcels.
- ✓ All existing and proposed structures. (including total square footage and setback dimensions from all property lines)
- ✓ All road and alley *right-of-way* measurements, including any utility easements.
- ✓ A detailed parking plan meeting all requirements set forth in Article 1100. (copies are attached) Detailed drainage plans are required to be submitted for approval only if rezoning application is approved. (Checklist for drainage blueprints attached)
- ✓ Adequate traffic pattern approved by the Fire Prevention Officer at Prairie Township Fire Department, (614) 878-4124.
- ✓ Landscaping and screening plans must be submitted in detail and must meet the requirements of Section 1013 and Section 1014. (Copies attached).
- ✓ Land Use Disturbance Application showing storm water pollution prevention plan and best management practices (BMPs) shown on plan as required in Township's Land Disturbance Regulations.
- ✓ All proposed signage must meet all applicable requirements in Article 1200. (copies are attached)
- ✓ A detailed written statement explaining your request. This statement should provide the Board with a better overall view of the applicant's intentions and the nature of the request. Be specific.
- ✓ All rezoning applications must include a *legal description* of the property and/or properties.
- ✓ Names and address of property owners within \_\_\_\_\_ feet of the property.
- ✓ Fee: \$\_\_\_\_\_ first acre, plus \$50.00 for each additional acre, or fraction thereof. **Maximum Fee Excluding Notification: \$9,000.00**



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**APPLICATION PROCESS**

Once your application is accepted and submitted it will go through the following process:

**FIRST TWO MEETINGS**

Franklin County Planning Commission or Regional *Technical Review Board* - This meeting will be an informal meeting with staff members from all agencies within Franklin County and will provide you with information from each department. You will be given an opportunity to meet with any one department individually should outstanding issues surface.

**THIRD MEETING**

Franklin County Planning Commission or Regional *Technical Review Board* - This meeting before the Commission is a formal public hearing. This Board recommends approval or disapproval of your application to Prairie Township.

**FOURTH MEETING**

Prairie Township Zoning Commission at 23 Maple Drive, will hold a public hearing to consider the application. This is a formal meeting before the Board. They can recommend approval, disapproval or recommend approval with modification to the Prairie Township Board of Trustees.

**FIFTH MEETING**

The Prairie Township Trustees at 23 Maple Drive will hold a public meeting within 30 days of receiving the Zoning Commissions recommendation. They can approve, disapprove or approve your application with some modification.

*\*Please note: Should your application be approved it will become effective within 30 days of the Trustee's decision. A representative of the owner or applicant must be present at all meetings for submissions to be considered. If your application is tabled at any meeting please add an additional 30 days to this process.*



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APPLICATION NO. \_\_\_\_\_

DATE FILED \_\_\_\_\_

**APPLICATION FOR ZONING AMENDMENT**

The undersigned owner(s) of the following legally described property, hereby request the consideration of change in zoning district classification as specified below:

**1. General Information:**

(a) Name of Owner (and Lessee, if applicable): \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business/Other Phone: \_\_\_\_\_

(b) Name, address and phone number of applicant (if other than owner):  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Location Description:** Subdivision Name: \_\_\_\_\_

Street Name: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_ Other Designation: \_\_\_\_\_

Lot Number: \_\_\_\_\_ (If not a platted subdivision, attach a legal description)

**3. Existing Use:** \_\_\_\_\_

**4. Present Zoning District:** \_\_\_\_\_

**5. Proposed Use:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. Proposed Zoning District:** \_\_\_\_\_

**7. Supporting Information (attach the following items to the application):**

(a) A vicinity map at a scale approved by the Zoning Inspector showing the property to be affected by the proposed change or amendment, property lines, thoroughfares, existing and proposed zoning.

(b) A narrative statement of the relation of the proposed change or amendment to the general health, safety and welfare of the public in terms of need or appropriateness within the area by reason of changes or changing conditions and the relation of appropriate plans for the area. Also, describe how the proposed amendment relates to the Township's comprehensive zoning plan.

(c) If the proposed amendment intends to rezone or redistrict ten (10) or fewer parcels of land, as listed on the County Auditor's current tax list: A list of the names and addresses of all owners of property within, contiguous to, and directly across the street from the area that is the subject of application, and such



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other persons who may have an interest in the proceeding, as may be designated as parties in interest by the BZA. Such list shall be in accordance with the Franklin County Auditor's current tax list.

(d) Proposed amending resolution.

**8. Certification:**

The undersigned hereby certify that the information contained in this application and its supplements is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner(s) Signature  
Lessee(s) Signature (if applicable)

\_\_\_\_\_

Applicant Signature (if applicable)



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**FOR OFFICIAL USE ONLY**

**(PRAIRIE TOWNSHIP ZONING COMMISSION)**

Date Filed: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Fee Receipt No. \_\_\_\_\_

Date of Notice to Parties in Interest: \_\_\_\_\_

Date of Notice to Newspapers: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

**Decision of Zoning Commission:**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Other: \_\_\_\_\_

Reason for Recommendation: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRAIRIE TOWNSHIP ZONING COMMISSION

\_\_\_\_\_  
 CHAIRMAN

\_\_\_\_\_  
 DATE

PRAIRIE TOWNSHIP ZONING OFFICE

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**FOR OFFICIAL USE ONLY**  
**(PRAIRIE TOWNSHIP TRUSTEES)**

Date Recommendation Received: \_\_\_\_\_

Date of Notice to Newspapers: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

**Action by Legislative Authority:**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Other: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

PRAIRIE TOWNSHIP ZONING OFFICE

25 MAPLE DRIVE

COLUMBUS, OHIO 43228

\_\_\_\_\_

TOWNSHIP FISCAL OFFICER

PHONE (614) 878-3317 EXT 103

\_\_\_\_\_

DATE

Note: Three (3) copies of this application and supporting information must be filed with the Prairie Township Zoning Commission.