

PETITION FOR ZONING ORDINANCE AMENDMENT

To: City of Sylvania, Ohio
City Council and
Municipal Planning Commission

Application No. _____
Date _____

Petitioner Name(s): _____

Petitioner Address: _____

Email: _____ Telephone: _____

Location of property for which zoning amendment is requested:

Purpose of amendment request: _____

Current Zoning: _____ Requested Zoning: _____

The undersigned, being one or more of the owners, lessees or occupants within the area proposed to be changed by the amendment, hereby petition for an Amendment to the Zoning Code, pursuant to Chapter 1107 of the Codified Ordinances of the City of Sylvania, Ohio, as amended.

- Attachments:
1. Full legal description of the property for which the Zoning Amendment is proposed.
 2. Area location map.
 3. Site plan - if plan is larger than 11" x 17", eighteen (18) copies must be submitted.

A check for \$300.00 + cost of advertising, payable to the City of Sylvania is attached for processing of said Petition. It is understood that no refund is to be made after the filing of the Petition.

By: _____

Date referred by Council: _____

Date of Commission Action: _____

Date of Council Action: _____

Action: _____

..... For Office Use Only

Date: _____ Check #: _____ Cash: _____ Fee: \$ _____

CITY OF SYLVANIA, OHIO
Procedure for Zoning Ordinance Amendment

1. Submit application, required attachments, and \$300.00 filing fee + Advertising cost to:
Clerk of Council
Sylvania Administration Building,
Room 201
6730 Monroe Street
Sylvania, Ohio 43560-1948
419-885-8931

2. City Council, at its next regularly scheduled meeting, will refer the application to the Municipal Planning Commission for review and recommendation.
NOTE: City Council meets on the first and third Monday of every month.
Applicant does not need to attend this meeting.

3. The Planning Commission will review the application at its next regularly scheduled meeting.
NOTE: Planning Commission meets on the second Wednesday following the first Monday of each month.
Applicant should attend.

4. The recommendation of the Planning Commission will be filed with City Council at Council's next regularly scheduled meeting. At this time, Council will set the public hearing date. Notice of the public hearing must be published at least 30 days prior to the hearing and written notice must be mailed to property owners within, contiguous to and directly across the street from subject parcel(s), if the number of parcels to be rezoned or redistricted is ten (10) or less. Applicant does not need to attend this meeting.

5. The public hearing will be scheduled immediately prior to a regularly scheduled City Council meeting.
Applicant should attend the public hearing.

6. After approval or denial of the amendment by City Council, legislation will be ordered.