

HARLEM TOWNSHIP- DELAWARE COUNTY, OHIO

PROCEDURAL GUIDELINES
FOR
ZONING MAP AMENDMENT APPLICATIONS

All applicants desiring to amend the Harlem Township Zoning Map should ascertain that their respective application has addressed the following guidelines:

- 1.) All applications for a rezoning amendment shall be submitted to the Harlem Township Zoning Commission in units of Eleven (11). In the event that such rezoning amendment application shall request a Planned Unit Development (PUD), such application shall also contain development plans in units of Eleven (11) including one set of originals.
- 2.) All rezoning amendment applications shall contain a **Legal Description** in both text and map form, of the property in question. Such **Legal Description** shall include a copy of the deed and, if the landowner(s) are not present, a **Notarized Power of Attorney** for rezoning of said land. Also, there shall be a surveyor’s rendition of the plot. Plot must have surveyor’s stamp and signature and shall be a scaled drawing reflecting the text of the legal description.
- 3.) All rezoning amendment applications shall contain the applicable 11” x 17” maps with all **Adjacent, Adjoining, Contiguous To, and/or Across From** property owners, and/or trustees their respective addresses as per the current tax duplicate on file at the Delaware County Auditor’s office, and parcel identification numbers identified on such map(s) and application(s). All co-owners and/or trustees are to be listed on application(s) and map(s) separately. Said map(s) to be accompanied by an attached dated receipt from the Delaware County Map Room in the Delaware County Court House.
***Note* Receipts and maps shall not be over 30 days old when an application is submitted.**
- 4.) In the event that a sub-division would be so involved as to being **Adjacent, Adjoining, Contiguous to, and/or Across From**, such rezoning amendment application shall contain a sub-division plat with the above information so identified. Said plat to be accompanied by an attached dated receipt from the Delaware County Map Room in the Delaware County Court House.
***Note* Receipts and maps shall not be over 30 days old when an application is submitted.**
- 5.) In the event that an application shall contain both a 11” x 17” maps and a sub-division plat, a single dated receipt for both shall suffice. ***Note* Receipts and maps shall not be over 30 days old when an application is submitted.**
- 6.) An applicant shall not be his/her own **Adjacent, Adjoining, Contiguous To and/or Across From** landowner; and, therefore shall furnish all of the above information needed for the Harlem Township Zoning Commission to notify all property owners **Adjacent, Adjoining, Contiguous To and/or Across From** the perimeter boundaries of his/her **Total Property**.
- 7.) **Regarding all planned district rezoning amendment applications**, such applications shall contain accompanying developmental drawings. These drawings shall meet the following criteria:
 - A) All drawings shall be 11”x 17” or larger, to scale, and shall show the exact scale used.
 - B) An over-all plat plan shall be presented and shall show the exact scale used.
 - 1.) Plan (TOP) view with shown dimensions of all set backs, side clearances, lot dimensions.
 - 2.) A secondary plan (TOP) view with shown dimensions (**where applicable**) of:
 - a.) Over-all building sizes.
 - b.) Building to building and/ or object clearance,
 - c.) Ditch size.
 - d.) Plant and/or tree placement and/or clearance.
 - e.) Driveway placement and width.
 - f.) Parking area placement and size.
 - g.) Sign Placement and size.
 - C) Building plans with shown dimensions and exact scale used (**where applicable**) of:
 - 1.) Building dimensions of length, width and height.
 - 2.) Full elevation view of all exterior sides including placement of doors and windows.
 - 3.) Placement of signs, light posts, cable posts, and fences.
 - 4.) Length, height, width, and placement of towers, tipples, bins, hoppers, tanks, guy wires and structures.
- 8.) **In addition, all rezoning amendment applications shall be in full compliance** with all requirements of all applicable articles and sections (e.g. developmental plan requirements, general developmental standards, sign and billboard regulations, etc.) of the Harlem Township Zoning Resolution. Further, the Harlem Township Zoning Commission and/or Harlem Township Board of Trustees may impose any special additional conditions and/or clarifications relating to the proposed development and/or application as particular pertinent conditions may dictate.

ALL APPLICATIONS SHOULD BE REVIEWED BY THE APPLICANT AND HIS/HER PRIVATE COUNSEL TO INSURE THAT THE APPLICATION IS COMPLETE.

INCOMPLETE APPLICATIONS WILL BE REJECTED WITHOUT A HEARING ON THE MERITS.
