

SUBMITTAL INSTRUCTIONS AND PROCEDURES

Reviews for proposed zoning amendments, including any rezoning of property or zoning code text amendments, will be carried out according to the process described in Chapter 1246 of the City’s Zoning Code.

- **Pre-Application.** Prior to making application, applicants are recommended to contact the city to discuss the proposed rezoning or text amendment.
- **Application Submittal.** Following the pre-application meeting, the applicant shall submit this completed application, \$400 fee and ten (10) sets of all required exhibits. All submissions shall be made in hard copy to the Building Division.
- **Staff Review.** The applicant shall attend a staff review meeting and may be required to provide additional information based upon staff comments.
- **Referral.** Following staff review, complete applications shall be forwarded to the Law Director to be prepared in ordinance form for introduction to Council. The ordinance will be subject to Planning Commission review and public hearing prior to any action by Council.

PROPERTY INFORMATION

Parcel number(s)

Location address

Current zoning

Proposed zoning

APPLICANT/AGENT INFORMATION

Name/Company

Applicant address

Applicant phone

Applicant email

PROPERTY OWNER INFORMATION

Name/Company

Property owner address

Property owner phone

Property owner email

AUTHORIZATION AND ACKNOWLEDGEMENT

Applicant signature

Property owner signature

I hereby authorize the City of North Ridgeville, including Planning Commission members, to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of my application.

Staff Use Only	PPZ No.	Date Received	Amount Paid	Payment Type

Zoning Amendments and Rezoning Requests

APPLICANT GUIDE

INITIATION

Zoning amendments, including any rezoning of property or zoning code text amendments, may be initiated by any property owner or their authorized agent. Reviews will be carried out according to the process described in Chapter 1246 of the City's Zoning Code. Any request for rezoning involving multiple family dwellings must meet the requirements of Section 9.7 of the North Ridgeville Charter and is subject to mandatory referral to the electors.

APPLICATION REQUIREMENTS

Along with the completed application and \$400 fee, the applicant shall submit the following required exhibits based on type of request.

Zoning Map Amendment

- (a) A plat of the property drawn to scale with dimensions;
- (b) A map showing the location of the property within the city;
- (c) A legal description of the property;
- (d) The name(s) of all property owners within the area proposed to be rezoned; and
- (e) A statement of the applicant's rationale for the proposed rezoning including existing and proposed zoning classifications.

Zoning Text Amendment

- (a) Proposed text amendment; and
- (b) A statement of the applicant's rationale for the proposed text amendment.

Any complete application shall be forwarded to the Law Director to be prepared in ordinance form for introduction in Council.

CONSIDERATION BY PLANNING COMMISSION

The Planning Commission shall consider any amendment referred to it by Council and shall act upon the matter within sixty days from the date of referral. If the Planning Commission fails to act within the time allotted, it shall be deemed to have approved the request. The Commission is required to give public notice not less than ten days in advance of a meeting. Applicants and owners are required to attend the meeting where their application is considered.

PUBLIC HEARING

Once Planning Commission has taken action, Council shall establish a date for a public hearing. The Clerk of Council is required to give public notice not less than ten days in advance of the hearing. Notice of any such public hearing must be published in a local newspaper and be sent by first class mail to all property owners within 500 feet of the perimeter of any area proposed to be rezoned.

ACTION BY COUNCIL

Council may adopt the proposed ordinance by vote of a majority of Council members eligible to vote, provided that the proposed ordinance received approval by the Planning Commission. If the proposed ordinance was disapproved by the Planning Commission, it can only be adopted if it receives the vote of two-thirds of all members of Council.