

## **PROCEDURES TO PETITION TO CHANGE THE ZONING MAP OF THE CITY OF WASHINGTON, OHIO**

**THE PETITION MUST BE RECEIVED (15) DAYS PRIOR TO REGULARLY SCHEDULED MEETINGS. THE CITY PLANNING COMMISSION MEETS ON THE FIRST TUESDAY OF EACH MONTH AT 7:30 P.M.**

**THE FOLLOWING MUST ACCOMPANY THE PETITION WHEN SUBMITTED.**

- 1) Map of the immediate area showing property involved. Area to be rezoned must be outlined in color.
- 2) A site plan drawn to readable scale showing present status of property and proposed development.
- 3) Scale of drawing including north arrow
- 4) Street address, adjacent streets, intersections and any other information or landmarks to help identify the property
- 5) Location of existing uses, structures, fences and signs and location of proposed uses, structures, fences and signs
- 6) Location of all off street parking and loading facilities with ingress and egress
- 7) A written statement of justification for the proposal
- 8) Affidavit attached to Petition
- 9) Petition form available from the City of Washington Building/Zoning Dept.
- 10) A filing fee of \$250.00 payable to the City of Washington. THIS FEE IS NON-REFUNDABLE.**

No changes of alterations of applications shall be permitted once processing has started. An application may be withdrawn upon written request from the petitioner or owner. However, the filing fee will be forfeited.

The petitioner or owner must be present at the meeting in order for the City Planning Commission to take any action regarding the application.

The Planning Commission must render a decision to approve or disapprove the application to City Council within sixty (60) days of the public hearing meeting.

A public hearing to City Council must be held thirty (30) days after Planning Commissions recommendation. At the public hearing, City Council will make its first reading on the rezoning in the form of an ordinance. A second and third reading will take place at the next scheduled meetings. (*Council meets on the second and fourth Wednesdays of the month.*)

If Council approves and passes the rezoning, the effective date is thirty (30) days after adoption of the ordinance. Administration is notified of the effective date of the ordinance and will make changes to the official zoning map.

**PETITION TO CHANGE THE ZONING MAP OF THE CITY OF  
WASHINGTON, OHIO**

**OFFICIAL USE ONLY**

**DATE** \_\_\_\_\_ **APPLICATION NO.** \_\_\_\_\_

**TO THE CITY PLANNING COMMISSION OF THE CITY OF WASHINGTON,  
OHIO:**

We, the undersigned, hereby request the rezoning of the following described property and petition for the changing of the Zoning Map:

**LOCATION OF PROPERTY**

(A copy of the deed should be attached)

**SIZE** (in acres or square feet) \_\_\_\_\_

**REZONE FROM** \_\_\_\_\_ **REZONE TO** \_\_\_\_\_

**PRESENT USE** \_\_\_\_\_

**PROPOSED USE** \_\_\_\_\_

**OWNER NAME** \_\_\_\_\_

**ADDRESS & PHONE NO.** \_\_\_\_\_

\_\_\_\_\_

**OWNER SIGNATURE** \_\_\_\_\_

**PETITIONER NAME** \_\_\_\_\_

**ADDRESS & PHONE NO.** \_\_\_\_\_

\_\_\_\_\_

**PETITIONER SIGNATURE** \_\_\_\_\_

**ATTORNEY NAME** \_\_\_\_\_

**ADDRESS & PHONE NO.** \_\_\_\_\_

\_\_\_\_\_

**ATTORNEY SIGNATURE** \_\_\_\_\_

**INSTRUCTIONS FOR AFFIDAVIT:**

- (1) Name and address of the person who did the research at the Court House. It is important that the person who does the research is the same person who signs the notarized affidavit.
- (2) Address of the property in the application.
- (3) Leave blank – we will fill out at time of application
- (4) From the real property records located on the first floor of the Fayette County Administration Building, 110 E. Court Street, enter the name and address of the owners of the property this affidavit is for. (This should be the same as the “Property Owner” shown on the application).
- (5) From the same records as above enter the name and mailing address of the owners of all properties located within 200 feet of the boundaries of the property shown in (2) above. This includes properties across the street and in other municipalities and jurisdictions, if appropriate.
- (6) This form must be signed in the presence of a Notary Public.

**AFFIDAVIT**

(1) \_\_\_\_\_ being first duly cautioned and sworn, deposes states that **HE/ SHE** is the **APPLICANT OR DULY AUTHORIZED ATTORNEY FOR SAME** and the following is a list of the names and mailing addresses of all the owners of the record of property located (2) \_\_\_\_\_  
Address of Property

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for which the application for rezoning, variance or special permit was filed for with the City of Washington Building/Zoning Department on (3) \_\_\_\_\_, 20 \_\_\_\_\_.

**SUBJECT PROPERTY OWNER’S NAME, MAILING ADDRESS AND PHONE NO.**

(4) \_\_\_\_\_

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The following is a list of the names and mailing addresses as shown on the County Auditor’s current tax list or the County Treasurers mailing list, of all the owners of record of property within 200 feet of the exterior boundaries of the property for which the application was filed (a second sheet may be attached if needed):

(5) PROPERTY OWNERS  
NAME

ADDRESS OF  
PROPERTY

MAILING ADDRESS  
OF PROPERTY OWNER

ZIP  
CODE

**THE INFORMATION CONTAINED IN THIS AFFADIVIT, TOGETHER WITH  
ANY OR ALL ATTACHMENTS IS TRUE AND CORRECT TO THE BEST OF  
MY KNOWLEDGE.**

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Date

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### Signature of Affiant

Subscribed and sworn to me in my presence and before me on this \_\_\_\_\_ day of

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Notary Public