

Sagamore Hills Township
ZONING AMENDMENT PROCEDURE

Step 1 - Amendment Initiation.

1. Adoption of motion by Zoning Commission.
2. Resolution by Township Trustees to Zoning Commission.
3. Application of property owner to Zoning Commission.

Step 2 - Planning Commission Review.

Within five (5) days after initiation of amendment or application, Zoning Commission transmits a copy with text and map to County Planning Commission.

Step 3 - To Zoning Commission For Hearing.

County Planning Commission (meets last Friday of the month) with a recommend approval, denial or modification to Township Zoning Commission to be considered at Public Hearing.

Step 4 - Zoning Commission Sets Public Hearing Date.

Zoning Commission sets Public Hearing date 20 to 40 days (30 days average) after adoption of motion, resolution or application.

Step 5 - Advertisement and Hearing Date.

One newspaper publication by Zoning Commission of amendments and hearing date set at least ten (10) days before date of hearing.

Step 6 - Written Notice to Property Owners.

At least ten (10) days before hearing date the Zoning Commission sends out written notice by mail to property owners within, adjacent to and directly across area to be changed.

Step 7 - Zoning Board Decision Submitted to Trustees.

Within thirty (30) days after Public Hearing, Zoning Commission shall recommend approval, denial or modification of amendment and submit same with application, text map and County Planning Commission recommendations to the Board of Trustees.

Step 8 - Trustees Set Public Hearing Date.

Board of Trustees shall study amendment proposal and set Public Hearing date within thirty (30) days from date of receipt from Zoning Commission.

Step 9 - Advertisement and Hearing Date.

One newspaper publication by Trustees of amendments and hearing date set at least ten (10) days before date of hearing.

Step 10 - Written Notice to Property Owners.

At least ten (10) days before hearing date Secretary to the Board of Trustees sends out written notice by mail to property owners within, adjacent to and directly across area to be changed.

Step 11 - Decision of Trustees.

Within twenty (20) days after Public Hearing, Trustees must adopt, deny or modify recommendations of Zoning Commission. Unanimous vote required if against Zoning Commission recommendations. Amendment adopted by Trustees becomes affective within thirty (30) days.

Step 12 - Referendum within Thirty (30) Days.

Referendum - after adoption of amendment by Trustees, a petition can be presented to Trustees within thirty (30) days, signed by voters in Township (equal to less than eight percent (8%) of total vote cast for all candidates for governor in such area at last preceding election) requesting Trustees to submit amendment for approval or rejection at next primary or general election. Amendment become affective immediately by majority vote upon certification by majority vote upon certification by board of elections.

EXHIBIT 1.
Certificate No. _____

APPLICATION FOR CONDITIONAL ZONING CERTIFICATE

Sagamore Hills Township, Summit County, Ohio.

Name of Property Owner(s) _____

Name of Applicant (If different) _____

Telephone number where applicant may be reached _____

For Property Located at _____
(Address or Description)

Zoning of District in which property is located _____

Conditionally Permissible Use _____

Attached and as part of this application area:

A. Plan showing:

1. Boundaries and divisions of property.
2. Abutting streets, properties, and structures.
3. Location of all improvements proposed, including structures, parking, landscaping, etc..
4. Location of wells, sewer lines, or other utility features, existing or proposed.
5. Topography at an interval sufficient to show the slope characteristics of the property.

B. Complete plans and specifications for proposed use will be harmonious with, and in accordance with, the objectives of the Zoning Resolution and the land use and thoroughfare plan, and will not be detrimental to existing or future uses in the immediate vicinity or the community as a whole.

Fee _____

Date _____

Owner(s)'s Signature

Board of Zoning Appeals Action: Approval _____

Disapproval _____

Date of Issue of Condition Zoning Certificate _____

EXHIBIT 2.
Certificate No. _____

CONDITIONAL ZONING CERTIFICATE

Sagamore Hills Township, Summit County, Ohio.

Name of Property Owner(s) _____

Name of Applicant (If different) _____

Address of Applicant _____

Telephone number where applicant may be reached _____

For Property Located at _____
(Address or Description)

Zoning of District in which property is located _____

Date of Issue _____ Time Limit _____

Conditionally Permissible Use _____

GENERAL CONDITIONS TO BE COMPILED WITH:

1. Will be harmonious with and in accordance with the general objectives or with any specific objective of the community’s land use and thoroughfare plan of current adoption.
2. Will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of general vicinity and that such a use will not change the essential character of the same area.
3. Will not be hazardous or disturbing to existing or future neighboring uses.
4. Will not be detrimental to property in the immediate vicinity or to the Township as a whole.
5. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, and schools or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such shall be able to provide adequately any such service.
6. All structures, roads, and utilities, shall be in compliance with the County Subdivision Regulations, the County Board of Health Standards, and the County Building Code.
7. Will have vehicular approaches to the property which shall be so designed as not to create

an interference with traffic on surrounding public streets or roads.

EXHIBIT 2 - CONTD.

Certificate No. _____

**BOARD OF ZONING APPEALS
CERTIFICATE NON-CONFORMING USE**

Sagamore Hills Township, Summit County, Ohio.

Name of Property Owner(s) _____

Telephone Number where Property Owner(s) may be reached _____

Name of Occupant _____

Telephone number where Occupant may be reached _____

Address and Description of Property _____

Zoning District in which Property is Located _____

Date of Issue _____ Time Limit (Indefinitely) _____

This is to certify that the above described property is a legal non-conforming use and shall be governed by Article _____ Section _____. Non-conforming Uses of the _____ Sagamore Hills Township Zoning Resolution.

Chairman, Board of Zoning Appeals

Date of Meeting

B L A N K P A G E

EXHIBIT 5.

NOTICE

Under Section A of the Zoning Resolution of the Township of Sagamore Hills, this property may occupied or otherwise used until a **Certificate of Occupancy** has been issued by the Zoning Inspector.

Any individual, firm or corporation using or occupying these premises without such a Certificate will be subject to Prosecution.

Zoning Inspector