



INSTRUCTIONS TO FILE FOR A PLANNED DEVELOPMENT (PD) APPLICATION

Introduction – What is a Planned Development?

A “Planned Development” (or “PD”) is defined within the Hamilton Zoning Ordinance (HZO) as an alternative to standard zoning guidelines.

Planned developments are intended to:

- a) Encourage superior and imaginative design and function in developments;
- b) Establish an alternative procedure for the development of land in order to allow for more efficient and economic development of property than typical zoning regulations;
- c) Ensure orderly and thorough planning and review procedures that lead to higher quality design and development;
- d) Encourage the conservation of natural amenities of the landscape;
- e) Encourage the provision of usable common open space; and
- f) Enable greater review of design characteristics to ensure that the development project is properly integrated into its surroundings and is compatible with adjacent development.

Planned Development Applications include:

- (1) Establishment of a new planned development zoning district for a property, or
- (2) Amendment of an existing approved planned development on property already zoned PD, for converting existing buildings and lots into a different land use.

Approval of Planned Development Applications is not guaranteed.

- For a new Planned Development, an application must receive a favorable recommendation from the Planning Commission at a public hearing as well as final approval from the City Council.
- For an Amended Planned Development, an application must receive favorable and final approval from the Planning Commission at a public hearing.

All applications are reviewed for compliance with the review criteria found in the Hamilton Zoning Ordinance for each Planned Development District.

NOTE: proposing a subdivision will require a Subdivision/Platting application with this application in conjunction with this application.



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Introduction – What is a Waiver/Variance?

A waiver or variance, ([Section 2400.8](#) of the HZO) is a minor relief granted from the rules of the zoning ordinance and the general design standards found in any Planned Development District. The applicant must prove the need for a waiver, and the Planning Commission shall consider and find that four (4) of five (5) criteria apply to the proposal.

Waivers may be requested along with a Planned Development application provided the relief being requested corresponds directly to the Planned Development that is being applied for. Approval of a waiver is not guaranteed. All applications are reviewed for compliance the criteria of the Planned Development District, and criteria of the Hamilton Zoning Ordinance.

Review Track for Applications

A **New Planned Development** application contains the following benchmarks. The process typically takes three (3) to four (4) months to complete for approved applications.

- Pre-Application Meeting
- Application Submittal
 - Applications are required to be submitted three weeks prior to the public hearing.
- Staff Review & Processing
- Public Hearing - Planning Commission Meeting
 - For a new Planned Development Proposal: the Planning Commission takes final action on the plan. However, any subdivision plats require continuation to the City Council (Below) for final review and consideration.
- City Council
 - City Council examines the merits of the submitted application and testimony provided at the Planning Commission and takes final action to deny, approve, or approve an application with conditions.

A **Major Amendment** to an Existing Planned Development application contains the following benchmarks. The process typically takes one (1) to two (2) months to complete for approved applications.

- Pre-Application Meeting
- Application Submittal
 - Applications are required to be submitted three weeks prior to the public hearing.
- Staff Review & Processing
- Public Hearing - Planning Commission Meeting
 - For an Amendment to a Planned Development: the Planning Commission takes final action on the proposal.



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Pre-Application Meeting

Prior to the application process, set up a Pre-Application meeting with City of Hamilton Planning Staff by contacting 513-785-7350. The pre-application meeting is critical as it provides a forum for staff and applicant(s) to:

- Outline what sections of the Zoning Ordinance apply to your project.
- Outline the process and what to expect.
- Answer questions.
- Review required submittal materials.

Application Submittal

Following the pre-application meeting, an interested applicant(s) will submit their application to the Planning Department at 345 High Street, Suite #350.

The processing fee for Planned Development Applications depend upon the scope of the proposal. This will be determined at the pre-application meeting.

An application shall be considered filed when the application is completed, signed by the appropriate parties, and received by the Planning Department office along with all of the required submittal information (*Application Checklist, Page 5*) including the application fee.

No application will be accepted or reviewed without receipt of payment.

All information should be typewritten or printed legibly in ink, and signed by the applicant and the property owner. The application should include the following items:

- A completed application
- A copy of all relevant plans (*professionally drawn or drawn in a similar, legible layout*)
- A copy of all written supporting documentation.

Staff Review & Processing

Once an application has been deemed complete, Planning Staff will process the information and notify the required parties which includes you the applicant, and all property owners located within 500 feet of the subject property.

After notification, staff will send the application for interdepartmental review to allow other city departments to provide comments, if applicable, pertaining to their respective scope of authority. The information and comments are compiled into a report by staff and sent to applicants as well as the Planning Commissioners one (1) week prior to the public hearing.



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Public Hearing - Planning Commission Meeting

The Planning Commission meeting is a forum for the public to provide input or ask questions about a specific project or application. The role of the Planning Commission is to make a recommendation or decision on Planned Development applications in a manner that best serves the public health, safety, and welfare. In making their decision to approve or deny an application, the Planning Commission is required to utilize specific Decision Making Criteria, which includes the purpose of a Planned Development ([Section 2400.1](#)); and the objectives of the respective Planned Development Districts.

You, as the applicant, and/or your representative should be present at the meeting in order to have the case considered.

The following provides an overview of what to expect at your hearing:

- Planning Department Staff will present your application to the Planning Commission.
- You and/or your representative may then present any information or testimony that is relevant to the Planned Development to the Planning Commission.
- The Planning Commission will then hear from any other interested parties in what is known as the public hearing portion of the meeting.
- After considering all information presented, the Planning Commission renders a decision of favorable or denial.
- The Planning Commission may attach conditions to the approval of the application.

For a proposed new Planned Development, if the Planning Commission chooses to make a favorable recommendation of the application at the hearing, it will then be forwarded to the City Council for review and to take final action.

City Council – (for PD Applications with a Preliminary Plat or Final Plat)

City Council will examine the merits of the submitted application and testimony provided at the Planning Commission at a Caucus Meeting. At this meeting Council will take action to deny or approve the application. Applications that are recommended for approval are drafted into an ordinance to be adopted by City Council authorizing the Planned Development along with any conditions. Approval of a City Ordinance requires two readings by City Council, which are done at subsequent Council Meetings.

Compliance with approved Final Planned Development

A Final Planned Development runs with the property for which it is approved; the final Planned Development and conditions of approval shall bind the applicant and their successors. Any violation of an approved Final Planned Development shall constitute a violation of the Zoning Ordinance.

For questions or more information, please contact Planning at 513 785-7350 | www.hamilton-oh.gov/planning

PLANNED DEVELOPMENT (PD) APPLICATION

I. APPLICATION REQUIREMENTS:

- General Requirements:**
 - Pre-Application Meeting [*Required*] (Date of Meeting: _____)
 - Complete Planned Development Application Form
 - Required Application Fee
 - Establishing a new Planned Development District:
 - Construction Plans Review (Sketch Plans): \$500 Fee
 - Preliminary Planned Development: \$500 Fee
 - Final Planned Development: \$500 Fee
 - Amending an existing Planned Development:
 - Major Amendment to a Planned Development: \$500 Fee
 - Moderate Amendment to a Planned Development: \$250 Fee
 - Minor Amendment to a Planned Development: \$100 Fee
 - Required Application Materials – (a) See Checklist.

Applicant Checklist

II. PROJECT OVERVIEW

- Description of Request(s)**
 - Establish a Planned Development
 - Amendment of an existing Planned Development
 - Waivers/Variances (where applicable) – [Section 2400.8](#)
- Project Description**
 - Introduction / Background to proposal
 - Scope of proposed development
 - Scope of business operations (if applicable)
- Residential Planned Developments: (RPD)**
 - **Minimum Requirements for RPD** – [Section 2410.3](#) / [Section 2400.7](#)
 - (a) Open space and recreational amenities – [Section 2410.4](#)
 - (b) Site Amenities – [Section 2410.5](#)
 - (c) Planning Commission Discretionary Points – [Section 2410.6](#)
 - (d) Multi-Family developments – [Section 2410.7](#)
 - (e) General Development Standards – [Section 2410.8](#)
 - (f) Buffer Requirements – [Section 2410.9](#)
 - (g) Building Design Standards – [Section 2410.10](#)

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Applicant Requirements (continued)

III. SITE PLANS

- Basic drawing and location information**
 - North orientation arrow
 - Drawing scale information
 - Property lot lines
 - Street locations and names
- Proposed location, dimensions, height, areas, and setbacks to property lines:**
 - Buildings
 - Signage
 - Fencing
 - Parking
 - Dumpster enclosure
 - Accessory structures
- Access and circulation on the site**
 - Vehicles
 - Pedestrians
- Location of off-street parking:**
 - Off-street parking areas
 - Driveways
 - Parking locations
 - Parking space dimensions
 - Surface materials
- Signage**
 - Location
 - Setbacks
 - Area and Height
- Location of landscaping areas**
- Fencing height and materials (if applicable)**



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Applicant Checklist (continued)

IV. BUILDING PLANS:

- Color exterior building elevation drawings
- Building elevations showing:
 - Building heights
 - Building materials
 - Architectural details
 - Features
- Interior floor plan showing:
 - Room/area uses
 - Interior room dimensions
- Location of areas/facilities relevant to the Planned Development proposal
- Other

V. LANDSCAPING PLAN:

- Plans showing number, type, and location of:
 - Trees
 - Shrubs
 - Perennials / Flowering Plants

VI. LIGHTING PLAN (If Applicable):

- Plans showing:
 - Location of building facade lighting
 - Location of lighting on the site
 - Photometric plan / Amount of light generated by site



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Note: Staff correspondence pertaining to updates on your application, including reports and notifications, is conducted via email. Please be sure to include an email address for each of the contacts below. Staff is also able to notify additional individuals by providing their name and email address on a separate page titled "Additional Contacts" which should be included within your application.

PROPERTY ADDRESS: _____

Property Owner: _____

Owner's Mailing Address: _____

Email Address: _____ **Phone Number:** _____

Applicant's Name (If different from owner): _____

Applicant's Mailing Address: _____

Email Address: _____ **Phone Number:** _____

Architect / Engineer: _____

Mailing Address: _____

Email Address: _____ **Phone Number:** _____

Previous Legal Use of Property: _____

Date Previous Use Discontinued: _____

Proposed New Use of Property: _____

PLEASE NOTE:

Incomplete applications or applications missing the required materials necessary to conduct a review will not be reviewed by staff nor will they be placed on the agenda to be heard by the Planning Commission until all required information has been submitted.

CERTIFICATION:

I certify that all of the information contained in this Application is complete, true, and accurate.

Applicant's Signature: _____ **Date:** _____

Property Owner's Signature: _____ **Date:** _____



PLANNED DEVELOPMENT (PD) APPLICATION

Planned Development (PD) Review Criteria

Section 2400.1 of the Hamilton Zoning Ordinance states the purpose and standards for Planned Development (PD) projects. In reviewing a PD application, the Commission shall consider whether there is adequate evidence that the proposed development is consistent with the following Planned Development (PD) standards. These standards are intended to provide an alternative to standard zoning guidelines, to:

- A. Encourage superior and imaginative design and function in developments.
- B. Establish an alternative procedure for the development of land in order to allow for more efficient and economic development of property than customarily permitted by conventional zoning and subdivision regulations.
- C. Ensure orderly and thorough planning and review procedures that lead to higher quality design and development.
- D. Encourage the conservation of natural amenities of the landscape.
- E. Encourage the provision of usable common open space.
- F. Enable greater review of design characteristics to ensure that the development project is properly integrated into its surroundings and is compatible with adjacent development.
- G. State how the proposal relates to existing land use of the vicinity, or to [Plan Hamilton](#), the City of Hamilton Comprehensive Plan. If the proposed use is inconsistent with the land uses in the surrounding area, justify any proposed deviation.

Waiver / Variance Review Criteria

Section 2400.8 of the Hamilton Zoning Ordinance states that no variance or waiver to the General Design Standards or the Hamilton Zoning Ordinance shall be recommended for approval by the Planning Commission, or authorized by the City Council, unless the Commission and Council find, by a preponderance of the evidence, that all of the following facts and conditions exist.

In determining whether or not to waive or vary the General Design Standards found in any PD district, the Planning Commission shall consider and find that four (4) out of the five (5) following criteria apply to any specific PD:

- A. The proposed development is in conformance with the principles of the City Comprehensive Plan;
- B. The proposed development advances the general welfare of the city and immediate vicinity and will not impede the normal and orderly development and improvement of surrounding and abutting areas;
- C. Adequate utilities, access roads, drainage, retention/detention facilities are provided;
- D. The proposed development design, site arrangement, and/or anticipated benefits of the proposed development justify any deviation from the General Design Standards found herein;
- E. The proposed development design exceeds the quality of the building and site design in the immediate area.

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2022 Hamilton Planning Commission Meeting Calendar

First and Third Thursday of every month, except scheduled City Holidays.

First Thursday Meeting of every month is at 1:30 pm:

Third Thursday Meeting of every month is at 6:00 pm:

Meetings are in the City Council Chambers, Municipal Building. 1st floor, 345 High Street.

NOTE: Submitting the application to the Planning Office does not guarantee inclusion on an upcoming Planning Commission Agenda. Applications must be reviewed by Staff, must be complete, must be accurate, must adhere to the relevant sections of the Hamilton Zoning Ordinance, and all planning application fees paid.

Meeting Date	Application Deadline
January 6, 2022	December 9, 2021
January 20, 2022	December 16, 2021
February 3, 2022	January 13, 2022
February 17, 2022	January 27, 2022
March 3, 2022	February 10, 2022
March 17, 2022	February 24, 2022
April 7, 2022	March 17, 2022
April 21, 2022	March 31, 2022
May 5, 2022	April 14, 2022
May 19, 2022	April 28, 2022
June 2, 2022	May 12, 2022
June 16, 2022	May 26, 2022
July 7, 2022	June 16, 2022
July 21, 2022	June 30, 2022
August 4, 2022	July 14, 2022
August 18, 2022	July 28, 2022
September 1, 2022	August 11, 2022
September 15, 2022	August 25, 2022
October 6, 2022	September 15, 2022
October 20, 2022	September 29, 2022
November 3, 2022	October 13, 2022
November 17, 2022	October 27, 2022
December 1, 2022	November 10, 2022
December 15, 2022	November 17, 2022
January 5, 2023	December 15, 2022
January 19, 2023	December 22, 2022