



MINOR MODIFICATION APPLICATION

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APPLICANT AND PROPERTY INFORMATION			STAFF USE ONLY
PROPERTY ADDRESS OR LOCATION			FILE INFORMATION
PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS			
APPLICANT NAME			
APPLICANT ADDRESS			RECEIVED AMOUNT / CHECK #
CONTACT PERSON	PREFERRED METHOD	APPLICANT EMAIL	CASE NUMBER
<input type="checkbox"/> APPLICANT <input type="checkbox"/> OWNER	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE	APPLICANT PHONE	MT STAFF APPROVAL
OWNER NAME	OWNER PHONE		MT ADMINISTRATOR APPROVAL
OWNER EMAIL			

Reasons for Need for Minor Modification:

Questions may be filled out below or included on an additional sheet.

1. Explain the proposed minor modification. (Include or attach type of use, proposed improvements, sketches of revised building or site, and other material pertinent to the modification.)

2. List other comments that are pertinent to consideration for a minor modification.

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Submission Process for Minor Modification

Pre-Application Meeting - A meeting with the Staff of the Miami Township Community Development Department is recommended. The Staff is under no obligation to provide a formal recommendation at the time of the pre-application meeting, and any formal Staff recommendation will be made only upon submission and review of a completed application. No statement made by Staff is binding on either the Zoning Commission or the Board of Trustees.

Classification and Application – Staff will review request to classify the request as a minor or major modification and the completed application, all documents, and plan drawings must be submitted at this time (see submission requirements sheet).

Review and Consultation – Staff will review the completed application, and if necessary, contact the applicant to discuss any requested changes from the Staff. Applicant may amend request or keep request unchanged.

Approval or Denial by Staff – Staff will approve or deny the requested modification in its original format or as amended by the applicant. Approval must receive the concurrence of the Township Administrator.

Denial Appeal - Hearing by Board of Trustees Process

Request - If a request for minor modification is denied, the applicant may appeal the case to the Miami Township Board of Trustees. The Staff places the case on the agenda. The president of the Board of Trustees may modify the order in which cases are heard at his/her discretion.

The Board of Trustees Meeting - The Board of Trustees opens the case. All speakers should speak only to the Board of Trustees. The Board President may establish a time limit on speakers. Upon request, the President may authorize direct questions of the Staff.

A Staff report is presented by one of the members of the Community Development Department to the Board of Trustees.

The applicants or their representative may present the case to the Board of Trustees

All Proponents and/or opponents are given an opportunity to speak on the case.

The Board of Trustees will close the hearing and enter into deliberations on the case and then the Board of Trustees will vote to approve, deny, table, or approve with modification the requested minor modification.

Other Information

Each applicant and property owner should review the latest comprehensive planning documents and zoning resolution available for the area proposed for rezoning or modification prior to submittal of an application.

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The application, and any other relevant information, may be submitted to outside agencies and organizations, both public and private, that the Staff, Zoning Commission, or Board of Trustees desire to have review said materials. These may include, but are not limited to, the Ohio Department of Transportation, Montgomery County, local school districts, and local utilities. This review in no way removes the applicant's responsibility to ensure compliance with the rules and/or regulations of any of these outside agencies or organizations.

The staff of Miami Township may drive by the property and take photos of the property. Aerial photography of the site may also be utilized in reviewing an application.

All materials submitted as part of this application are public record and will be made available for review upon request of any interested party.

Inaccurate or incomplete information provided with or within the application package may delay the processing of the application and/or delay any scheduled public hearings.

Applicants are expected to attend all public hearings regarding the application, and a failure to appear could result in the postponement of action on the application, and final action will be left to the discretion of the Zoning Commission or Board of Trustees within the constraints of the Miami Township Zoning Resolution.

I/we the undersigned owners and applicants do hereby declare that I/we have read the information provided within this application packet and have initialed each page. I/we further understand that each request is unique and may require additional information.

Signature of Owners and Applicants

_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>
_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>

I/we (___ do ___ do not) authorize the staff, Zoning Commission, and Board of Trustees members to enter the property for the purpose of this case and to take photographs as necessary.

Signature of Owners

Date

_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>
_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>