

# VERMILION PLANNING COMMISSION

1<sup>st</sup> WEDNESDAY MONTHLY\* ~ 7:00 PM ~ MUNICIPAL COMPLEX, 687 DECATUR

\*APPLICANT OR REPRESENTATIVE IS REQUIRED TO ATTEND MEETING\*

## APPLICATION & ACTION REQUEST

APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE [     ] \_\_\_\_\_ - \_\_\_\_\_

APPLICANT'S INTEREST IN PROPERTY: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER     AGENT     PROSPECTIVE BUYER/AGENT [requires co-signature of owner(s)]     OTHER [explain] \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

PERMANENT PARCEL # \_\_\_\_\_ APPROX. ACRES: \_\_\_\_\_

EXPLAIN/SELECT NATURE OF ACTION REQUEST: \_\_\_\_\_

<p><b>SUBDIVISIONS OF LAND</b></p> <p><input checked="" type="checkbox"/> MAJOR: MORE THAN TWO LOTS COV1242, 1244, 1246</p> <p><input type="checkbox"/> MINOR: TWO LOTS OR FEWER COV1244.01, 1244.07</p> <p><input type="checkbox"/> LOT CONSOLIDATIONS when NEW SURVEY is INVOLVED</p>	<p><b>ZONING CERTIFICATE</b> COV 1262.07 INCLUDING BUT NOT LIMITED TO:</p> <p><input type="checkbox"/> OFF-STREET PARKING COV1276.02(j)(4)</p> <p><input type="checkbox"/> SIDEWALKS COV1262.07(5)(B)(2f)</p> <p><input type="checkbox"/> SIGNS COV1274</p>
<p><b>RE-ZONING</b></p> <p><input checked="" type="checkbox"/> PROPERTY RECLASSIFICATION COV1266.03</p> <p><input checked="" type="checkbox"/> HARDSHIP LEGISLATION COV 1240.02</p>	<p><b>OTHER</b></p> <p><input checked="" type="checkbox"/> PLANNED UNIT DEVELOPMENT [PUD] COV1270.20</p> <p><input checked="" type="checkbox"/> STREET VACATION</p> <p><input checked="" type="checkbox"/> WIRELESS COMMUNICATION FACILITY COV1275.03(a)(1)(E); 1275.03(b)(2); 1275.14(d)</p>

**NOTE:** WHERE INDICATED (★), AND UPON FAVORABLE RECOMMENDATION FROM PLANNING COMMISSION, THE REQUESTED ACTION IS REFERRED TO VERMILION CITY COUNCIL AND BECOMES SUBJECT TO COUNCIL'S VOTING RULES ON ADOPTION [COV1266.08].

ZONING DISTRICT: \_\_\_\_\_

CHECK HERE IF ALSO LOCATED IN HISTORIC DISTRICT = ADDITIONAL APPLICATION TO THE HISTORIC DESIGN & REVIEW BOARD FOR A CERTIFICATE OF APPROPRIATENESS IS REQUIRED PRIOR TO ISSUANCE OF BUILDING PERMIT.

FLOOD PLAIN REGULATIONS APPLY?: Y / N IF YES,  SUBSTANTIAL [PER 1460.03(w)]? Y / N IF YES,

SEE CITY ENGINEER BY APPOINTMENT / MAY ALSO BE REFERRED TO \*BOARD OF ZONING APPEALS\*

APPLICANT IS RESPONSIBLE FOR SUBMITTING ALL REQUIRED DOCUMENTATION IN MULTIPLE SETS OF COPIES (10) TO THE BUILDING DEPARTMENT BY ESTABLISHED DEADLINES [SEE SCHEDULE ON BACK] FOR ANY ACTION REQUEST SELECTED ON THIS APPLICATION AND DEFINED BY REFERENCE TO COV PART TWELVE. **AN APPLICATION IS NOT CONSIDERED TO BE COMPLETE** UNLESS APPLICABLE FEES HAVE BEEN PAID AND ALL ASSOCIATED DOCUMENTATION (LEGAL DESCRIPTIONS, SURVEY MAPS, SITE PLANS, ETC.) IN THE **REQUIRED # OF COPIED SETS** HAVE BEEN SUBMITTED TO THE BUILDING DEPARTMENT BY ESTABLISHED DEADLINE DATES. DELAYS IN APPEARING ON A MEETING AGENDA ARE MOST FREQUENTLY THE RESULT OF INADEQUATE OR INCOMPLETE INFORMATION BEING PROVIDED TO ADMINISTRATIVE OFFICIALS AND/OR PLANNING COMMISSION MEMBERS WHOSE FUNCTION IT IS TO REVIEW A PROPOSED ACTION FOR COMPLIANCE WITH THE CITY'S PLANNING, ZONING & BUILDING CODES.

**I have read and understand the requirements stated above:**

SIGNATURE OF APPLICANT	DATE	FEE PAID:	AMOUNT	DATE	INITIALS
SIGNATURE OF CO-APPLICANT (WHEN RQR'D)	DATE				

### ADMINISTRATIVE OFFICER / CITY ENGINEER REVIEW

C.O.V. SECTION	CODE REQUIREMENTS	COMMENTS	[ATTACH WRITTEN SUMMARY IF SPACE IS INSUFFICIENT]

REFERRED TO PLANNING COMMISSION FOR REVIEW / ACTION BY: [ \_\_\_\_\_ ] BLDG INSPECTOR

PLANNING\APPLFORM2024.REV

DEFINITIONS & MINIMUM DOCUMENTATION REQUIREMENTS

WHERE INDICATED (★), AND UPON FAVORABLE RECOMMENDATION FROM PLANNING COMMISSION, THE REQUESTED ACTION IS REFERRED TO VERMILION CITY COUNCIL AND BECOMES SUBJECT TO CITY COUNCIL'S VOTING RULES ON ADOPTION [COV1266.08].

SUBDIVISIONS OF LAND: Any division of land (residential/commercial/industrial) into lots of five (5) acres or less, or the improvement of one (1) or more parcels of land requiring the opening, widening or extension of a public street. See COV1240.03 for exclusions. See COV1278 for Cluster Subdivisions.

Major Subdivision ★ Subdividing MORE THAN TWO LOTS

minimum documentation requirements :

Work Session Review: Conceptual sketches and site layouts expedite project understanding. Issues of non-compliance are ID'd to avoid creating non-conformities, based on minimum Code requirements.

- Prelim. Plan Approval @ Business Meeting: (1) Application + Fee per Schedule re: Residential or Commercial [COV1242.07] (2) Subdivision Survey Plat - 10 copies [COV1244.02(b); COV1246.06(b)(1)] (3) Preliminary Site Development Plan - 10 copies [COV1244.03; COV1246.06(b)(2)]

Improvements

- Construction ★ & Final Plan ★ Approval @ Business Meeting: (1) Application + Fee per Schedule [COV1242.07] (2) Application + Modified or Final Site Development Plan - 10 copies [COV1244.04; COV1246.07] (3) Stage Development (Phases) Schedule, if applicable [COV1246.08] (4) Certificate from County or Sanitary Engineers, if applicable [COV1244.02(b)(2)(B) or COV1246.08]

Minor Deed Split Subdividing TWO LOTS OR FEWER, any one of which is 5 acres or less, requiring no changes in public streets.

minimum documentation requirements :

- Work Session Review & Business Meeting: (1) \$400 Fee + Application [COV1242.07] (2) Legal Descriptions of proposed new assembly of lands bearing professional stamp and original signature of preparer. 3 originals + 7 copies = 10 total [for distribution to Commission members]

NOTE: INSTRUMENTS OF CONVEYANCE (Deeds) MATCHING THE PROPOSED NEW ASSEMBLY OF LANDS THAT NEED TO HAVE AN APPROVAL STAMP AFFIXED TO THEM MAY BE BROUGHT INTO THE BUILDING DEPT. AFTER PLANNING COMMISSION'S ACTION -or- SUBMITTED WITH APPLICATION.

- (3) Survey Boundary Map prepared by a registered surveyor - 3 full-size originals + 7 reduced-sized copies showing location and dimensions of property, as well as proposed use and location of all structures on property; also show property lines of abutting land and locations of its existing structures, if known (to avoid the creation of non-conformities based on min. Code rqmts).

SITE DEVELOPMENT: All commercial/industrial development requires the issuance of a zoning certificate.

Zoning Certificate [see COV1262.07] Required before any commercial/industrial construction may begin.

minimum documentation requirements :

Work Session Review: Preliminary site layouts expedite project understanding. Issues of non-compliance are ID'd to avoid creating non-conformities, based on minimum Code requirements.

- Business Meeting: (1) Application + Fee [see COV1262.05(b)] (2) Survey Plat - 10 copies (3) Site Development Plans prepared by a registered surveyor - 10 copies compliance with specific Zoning District codes \*[COV1270] including but not limited to... Area/Lot/Yard Rqmts \*[specific to district] including but not limited to... Off-Street Parking \*[COV1276.02(j)(4)] including but not limited to... Sidewalks \*[COV1262.07(5)(B)(2f)] including but not limited to... Signs \*[COV1274] (4) Stage Development (Phases) Schedule, if applicable

\*In circumstances defined in the Planning & Zoning Codes [COV PART 12], an appeal or variance from a decision by the City's Administrative Officer may be heard by the \*Board of Zoning Appeals\* (separate application and fee required).

REZONING: [see COV Sections 1240.03, 1266 and 1268]

A request to change the permitted land use; generally involving five (5) acres or more.

Property Reclassification ★ [see COV1266.03]

Change land use to a different zoning classification.

minimum documentation requirements :

- (1) \$250 NON-REFUNDABLE FEE + \$1750 DEPOSIT from which costs, if any are incurred by City, are deducted + Application with proof of authority (ownership). (2) Plan (drawing prepared by a registered surveyor) showing present zoning outline of area subject to rezoning request, property lines of abutting property owners, and a list of the names and mailing addresses of all property owners within 300 feet of the subject property - 10 copies+1 reproducible (3) Key map showing site location within the City. (4) Legal description of land as proposed to be rezoned.

Hardship Legislation ★ [see COV1240.02]

\$600 Fee + Application. Planning Commission may recommend special legislative action to amend existing zoning. Applicant must be prepared to demonstrate nature of the hardship. A schedule of documentation (see RECLASSIFICATION criteria) may be established at the Work Session review.

OTHER:

Planned Unit Development [PUD] ★ [see COV1270.20]

minimum documentation requirements : Extensively outlined in code section referenced above.

Wireless Communication Facility ★ [see COV1275]

minimum documentation requirements : Extensively outlined in code section referenced above.