



Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

Note: If mailing a submittal, they **must** be sent to LUC's PO Box 219. If using a service, it's your responsibility to follow-up and ensure that LUC has received your submittal. Delivery services such as UPS and Fed Ex do not generally deliver directly to LUC's office.

10820 St. Rt. 347, PO Box 219
East Liberty, Ohio 43319
• Phone: 937-666-3431 •

• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Zoning Parcel Amendment Checklist

Date: _____ Township: _____

Amendment Title: _____

Notice: Incomplete Amendment requests **will not** be processed by our office. LUC Regional Planning Commission will return them to the requestor, stating the reason the amendment was not accepted.

Each Zoning Parcel Amendment change must be received in our office along with a cover letter, explaining the proposed zone change (s). All items listed below must be received **no later than 10 days** before the next scheduled LUC Regional Planning Commission Executive Board Meeting (which is the second Thursday of every month). It is recommended that a person who is able to provide further information on the amendment attend the Zoning and Subdivision Committee meeting to answer any additional questions that may arise.

Required Item:	Completed by Requestor:	Received by LUC:
Cover Letter & Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Date of Request (stated in cover letter)	<input type="checkbox"/>	<input type="checkbox"/>
Description of Zoning Parcel Amendment Change(s)	<input type="checkbox"/>	<input type="checkbox"/>
Date of Public Hearing (stated in cover letter)	<input type="checkbox"/>	<input type="checkbox"/>
Township point of contact and contact information for zoning amendment (stated in cover letter)	<input type="checkbox"/>	<input type="checkbox"/>
Parcel Number(s)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Completed Zoning Amendment Application	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's Name and contact information	<input type="checkbox"/>	<input type="checkbox"/>
Current Zoning	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Zoning	<input type="checkbox"/>	<input type="checkbox"/>
Current Land Use	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Land Use	<input type="checkbox"/>	<input type="checkbox"/>
Acreage	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Zoning Text associated with proposed district(s)	<input type="checkbox"/>	<input type="checkbox"/>
Contiguous and adjoining Parcel Information, including Zoning District(s)	<input type="checkbox"/>	<input type="checkbox"/>
Any other supporting documentation submitted by applicant	<input type="checkbox"/>	<input type="checkbox"/>
Non-LUC Member Fee, If applicable	<input type="checkbox"/>	<input type="checkbox"/>

Additionally, after final adoption regarding this zoning parcel amendment, please provide LUC with a letter stating the results of the Trustees vote, along with a copy of the adopted parcel change (s).

Please see reverse side for a timeline of the Township Zoning Amendment Process, per ORC 519.12



Township Zoning Amendment Process (ORC 519.12)

