

Application for Public Hearing  
**PLANNING COMMISSION**  
City of Napoleon, Ohio

TO: Building & Zoning Department  
FOR: Chairman & Members of the Planning Commission

Hearing#: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_

I/We hereby request a public hearing before the Planning Commission in considering the following:

- \_\_\_\_\_ Subdivision in City **\$75.00 + \$5.00 each, after two.**
- \_\_\_\_\_ Amendment **\$100.00**                      \_\_\_\_\_ Special Use **\$100.00**
- \_\_\_\_\_ Rezoning **\$100.00**                      \_\_\_\_\_ Conditional Use **\$100.00**

Address of property: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

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

Brief description of request: \_\_\_\_\_

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Public hearings are held on the second Tuesday of each month, this petition must be filed with the Zoning Administrator forty-five (45) days before the public hearing date. *All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled.*

OWNER(S) NAME (PRINT)	OWNER(S) NAME (PRINT)	OWNER(S) NAME (PRINT)
*	*	*
ADDRESS	ADDRESS	ADDRESS
*	*	*
CITY, STATE	CITY, STATE	CITY, STATE
*	*	*
PHONE NUMBER	PHONE NUMBER	PHONE NUMBER
*	*	*
SIGNATURE	SIGNATURE	SIGNATURE

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APPLICANT NAME (PRINT) \_\_\_\_\_ CITY, STATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

# ***CHECKLIST FOR PLANNING COMMISSION HEARINGS***

**PROJECT NAME:** \_\_\_\_\_ **FILE #:** \_\_\_\_\_

1. Pre-application conference with the developer and his engineer \_\_\_\_\_
2. Submittal of completed application, plats, maps etc., from developer \_\_\_\_\_
3. Copies of Plat passed on to Electric & Operations Dept., and City Engineer. \_\_\_\_\_
4. Plat complete and reviewed by City Engineer and Law Director as applicable. \_\_\_\_\_
5. Hearing date established, public notice written, advertised and sent to neighbors. \_\_\_\_\_
6. Legal documents prepared and/or approved by Law Director (Bonds, Irrevocable letter of credit, liability insurance certificate, resolution in the case of zoning of annexed land). \_\_\_\_\_
7. Comments from City Departments received by the Zoning Administrator. \_\_\_\_\_
8. Memo's drafted and delivered (Thursday before) to Planning Commission Members. \_\_\_\_\_
9. Meeting room prepared and associated maps posted. \_\_\_\_\_
10. Appropriate Ordinance, Resolution, Motion and all other legal documents prepared. \_\_\_\_\_
11. Memo and recommendation passed on to City Council along with maps and plats. \_\_\_\_\_
12. Plat signed, reproducible copy made of original for City record. \_\_\_\_\_
13. Recording fee collected, plat submitted to Henry County Recorder. \_\_\_\_\_

Comments: \_\_\_\_\_  
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