

**SYMMES TOWNSHIP ZONING COMMISSION**  
9323 UNION CEMETERY ROAD  
SYMMES TOWNSHIP, OHIO 45140-9386  
PHONE: 513-683-6644 FAX: 513-683-6626

**FINAL DEVELOPMENT PLAN  
SUBMISSION REQUIREMENTS**

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CASE:

APPLICANT:

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**APPLICATION SUBMISSION REQUIREMENTS:** After the Preliminary Development Plan is approved and the zoning amendment is adopted by the Symmes Township Board of Trustees, a Final Development Plan (FDP) (as described below) must be reviewed and approved by the Symmes Township Zoning Commission (STZC).

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PLEASE READ ALL INSTRUCTIONS

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# FDP APPLICATION SUBMISSION CHECKLIST

   1. **SUBMISSION DEADLINE**    /    /    for STZC agenda in month of

The Final Development Plan must be submitted - complete - by the submission deadline in order to be placed on the STZC agenda on the third Wednesday of the month or as otherwise scheduled (**Attachment 1**). Earlier submission is recommended to assure adequate time for revisions and corrections prior to the submission deadline. Plans that are not complete at the time of the submittal deadline will not be accepted for processing by staff nor placed on the agenda for STZC review.

## 2. REQUIRED DOCUMENTS

- a. Submit **SEVEN (7) COPIES** of the FDP including all information listed in Section 3.
- b. Submit **SEVEN (7) COPIES** of each separate sheet as listed in items 3c, 3d, 3e, and 3f.
- c. Submit this completed form (Checklist of Requirements) with signature and date of submission. (**See Page 4**)
- d. Submit a letter of request for placement on the next STZC agenda.
- e. Submit **SEVEN (7) COPIES** of the FDP reduced to 8½" x 11".

## 3. CONTENT OF FINAL DEVELOPMENT PLAN

All of the items in this section are an integral part of the FDP; incomplete applications will not be accepted for processing by staff nor placed on the agenda for STZC review. The FDP must include each of the following items:

- a. Identification
  - Each sheet must be titled "Final Development Plan" with the name of the project and subtitle of the particular drawing.
  - Each sheet is an integral part of the FDP and must contain a sheet number and the total number of sheets being submitted.
  - The subject property and all easements must be identified by metes and bounds and dimensions.
- b. Conformance to Preliminary Development Plan

Include all items required on the Preliminary Development Plan (conforming to established limits, conditions, and required revisions) complete with all necessary details, dimensions, and specifications to enable final review and enforcement.

\_\_ c. Grading Plan

Indicate proposed contours in solid lines at five (5) feet intervals or less; and existing contours in dashed lines. Use two (2) feet intervals where necessary to adequately indicate storm drainage.

\_\_ d. Landscape/Streetscape Plan

A landscape/streetscape plan for perimeter buffers and other required areas shall be prepared by a registered landscape architect, complete with all necessary details and specifications (i.e., type, size and quantity) for new landscaping features, a depiction of existing landscaping and tree mass that is to remain, and specifications for soil erosion and sedimentation control.

\_\_ e. Lighting & Sign Plan

Specify location, dimensions, details and specifications for all signs and exterior lights, including type of standards, radius of lights and intensity of footcandles.

\_\_ f. Floor Plans and Elevations

Submit typical floor plans and elevations if requested for final review.

\_\_ g. Revisions and Conditions

The FDP shall be in conformance with all revisions and conditions regarding:

- \_\_1. sanitary sewerage as recommended by the Metropolitan Sewer District and the Ohio Environmental Protection Agency;
- \_\_2. surface drainage as recommended by the Department of Public Works;
- \_\_3. right-of-way, access, circulation, and improvements as recommended by the County Engineer and the Ohio Department of Transportation;
- \_\_4. water supply, water pressure, access for emergency vehicles and other fire prevention measures as recommended by the Township Fire Prevention Officer;
- \_\_5. erosion and sedimentation control as recommended by the Soil Conservation Service;
- \_\_6. restrictive covenants contained in the Resolution adopted by the Symmes Township Board of Trustees (or previously by the Hamilton County Board of County Commissioners); and
- \_\_7. other conditions and/or restrictive covenants applicable to the property.

\_\_\_h. Restrictive Covenants

All Restrictive Covenants itemized in the Resolution of Approval by the Symmes Township Board of Trustees (or previously by the Hamilton County Board of County Commissioners) must be printed on the FDP.

\_\_\_i. Methodology and Criteria for Enforcement (if requested)

Specify methodology and criteria for effectuating and evaluating compliance with performance related covenants and conditions required by the Resolution of Approval (this element will be forwarded to the Department of Building Inspections for review and approval).

\_\_\_j. Registration Stamp

Each sheet must contain the stamp, seal or other professional identification and the signature of the architect, landscape architect, professional planner or civil engineer who prepared each respective element of the FDP.

\_\_\_k. Deed of Acceptance

The Deed of Acceptance, signed by owner(s) must be on each sheet of the FDP **(use standard form, Attachment 2)**.

For condominium development only, the Declaration of Condominium must be printed on the FDP. **(Attachment 3)**

The 2024 Processing Fee

A check in the amount shown below, payable to the Hamilton County Treasurer must accompany this checklist.

\_\_\_ Two-thousand, eight-hundred and seventy two dollars and 00/00 (\$2,872.00) for first time final development plan + \$265.00 legal ad + 5% technology fee.

\_\_\_ One-thousand, nine-hundred and fifty eight dollars and 00/00 (\$1,958.00) for modification of previously approved FDP + \$265.00 legal ad + 5% technology fee.

**NOTE: Information submitted shall be assumed to be correct and applicant and/or agent shall assume responsibility for any errors and/or inaccuracies resulting in an improper application.**

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Signature of person preparing checklist  
(Applicant or Representative)

Date Submitted

(Attachment 1)

**2024 - 2025**  
**Symmes Township Zoning Commission**  
**SCHEDULE OF MEETINGS AND SUBMISSION DEADLINES FOR**  
**FINAL DEVELOPMENT PLANS**

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	<b>Submission Deadline For Planned Unit Development Plan Review By RPC/RZC Staff</b>	<b>Submission Deadline For Completed Planned Unit Development Plans</b>	<b>STZC Regular Meeting</b>
	(Second Monday of Month Prior to Meeting)	(Last Thursday of Month Prior to Meeting)	(Third Wednesday of Each Month)
	December 11, 2023	December 28, 2023	January 17, 2024
2024	January 8	January 25	February 21
	February 12	February 29	March 20
	March 11	March 28	April 17
	April 8	April 25	May 15
	May 13	May 30	<b>June 26</b>
	June 10	June 27	July 17
	July 8	July 25	August 21
	August 12	August 29	September 18
	September 9	September 26	October 16
	<b>October 11</b>	October 31	November 20
	<b>November 8</b>	<b>November 27</b>	December 18
	December 9	December 26	January 15, 2025
2025	January 13	January 30	February 19
	February 10	February 27	March 19

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**NOTE: BOLD** dates differ from normal schedule.

**(Attachment 2)**

**DEED OF ACCEPTANCE**  
(To Appear on Final Development Plan)

The owner of the premises shown hereon does hereby make the following declarations which shall be deemed as covenants and not as conditions and shall run with the land and shall be binding upon the owner, his heirs, executors, administrators, and assigns, and are imposed upon the within described tract of land as an obligation or charge against the same, as a general plan for the benefit of said tract of land.

The tract of land shown hereon is being developed under a development plan as defined in Article III and in accordance with provisions of Article XIII-F, and Article XIII-\_\_\_\_\_ of the Symmes Township Zoning Resolution adopted November 21, 1996.

Said entire tract of land and all improvements thereon shall remain in a single ownership and no part thereof shall be sold or divided into individual lots or tracts until such time as the owner of said entire tract shall conform in all respects to the then existing rules and regulations as have been adopted by the Symmes Township Board of Trustees (or previously by the Hamilton County Regional Planning Commission), governing plats and subdivisions of lands, and the rules and regulations as are provided in the Symmes Township Zoning Resolution.

We, the undersigned do hereby adopt and confirm the plan of development as shown hereon for the purposes indicated and agree to comply with all the terms, restrictive covenants and conditions included as a part thereof.

Witness

Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of Ohio     )  
County of Hamilton    )

Before me a notary public in and for said county, personally appeared \_\_\_\_\_ of the \_\_\_\_\_ who represents that they are duly authorized in the premises and who acknowledge that they did sign the foregoing instrument and that the same is their voluntary act and deed in testimony whereof I have hereunto set my hand and official seal this \_\_\_\_ day of \_\_\_\_\_ 2024.

Notary \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**(Note: See alternate form for condominium)**

**(Attachment 3)**

**DECLARATION OF CONDOMINIUM**

The subject tract is to be developed under the Condominium Property Law, as set forth in Chapter 5311 of the Ohio Revised Code. The rights, privileges and procedures relative to the Condominium Property shall control exclusively the rights of the parties as to the particular parcel or parcels of property which may be the subject of Condominium.

We, the undersigned, do hereby adopt and confirm the development plan as shown hereon for the purposes indicated and agree to comply with all the agreed upon features of development, restrictive covenants and conditions included as a part thereof.

Witness

Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of Ohio     )  
County of Hamilton     )

Before me a notary public in and for said county, personally appeared \_\_\_\_\_ of the \_\_\_\_\_ who represent that they are duly authorized in the premises and who acknowledge that they did sign the foregoing instrument and that the same is their voluntary act and deed in testimony whereof I have hereunto set my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Notary \_\_\_\_\_

My Commission Expires \_\_\_\_\_

## SUMMARY OF FDP RECORDING PROCEDURE

Following approval of the FDP by the STZC, the applicant must submit **FOUR (4) SIGNED & STAMPED COPIES** of the FDP, including the Deed of Acceptance, to the Zoning Inspector, Hamilton County Rural Zoning Commission for recording. This step must be completed prior to the issuance of any zoning certificate or building permits.

### REQUIRED DOCUMENTS – FOUR (4) SETS OF PLANS TO INCLUDE:

The SITE PLAN

The LANDSCAPE PLAN

The SIGN PLAN

The LIGHTING PLAN

## SUMMARY OF ZONING CERTIFICATE PROCEDURE

Following the submittal for recording of the FDP, the **applicant must apply for zoning certificates** by submitting applications and plans to the *Hamilton County Zoning Certificate Counter, Todd B. Portune Center for County Government RM. 801, 138 E. Court Street, Cincinnati, Ohio 45202*. Zoning certificate application(s) must be submitted and issued prior to application for building permit.

**The Hamilton County Building Department will not accept permit applications prior to issuance of the zoning certificate for the structure(s) in question.**

### REQUIRED APPLICATION DOCUMENTS –

ONE (1) ZONING APPLICATION FORM (describing building/structures requested)

FIVE (7) SITE PLANS (As approved and recorded, highlighting specific buildings requested if applying for permits in multiple phases.)

One (1) set of CONSTRUCTION PLANS (To be returned to applicant)

ZONING CERTIFICATE FEE (Checks payable to the Hamilton County Treasurer)