

WASHINGTON TOWNSHIP

**INSTRUCTIONS FOR NON PLANNED DEVELOPMENT
ZONE CHANGE APPLICATION**

Two (2) completed application forms shall be filed with the Commission. Each question shall be fully addressed. If necessary, further details may be outlined on an attached sheet.

The application shall include the following documents and/or diagrams:

Ten (10) copies of the site plan showing the following:

- Public Street (existing and proposed)
- Existing/proposed easements
- Parking area diagram (if applicable)
- Approximate building size and location
- All access points existing and proposed
- Proposed lots and amount of buildable area on each lot

The following additional information shall be submitted:

1. At the discretion of Washington Township some applications may require submittal of a traffic study. The traffic studies will indicate to the satisfaction of the Zoning Commission that the development of the district will not cause undue traffic congestion at the proposed location and the traffic generated by the district will be handled in an efficient manner.
2. Two (2) maps showing the property lines of all lands included within a distance of five hundred (500) feet of any part of parcel of the proposed Planned Development District. All parcels are to be numbered to correspond with the property owner list.
3. A list of all owners of property within 500 feet (including addresses) of this land sought to be rezoned. The address of owners of land shall be that appearing on the current County Auditor's tax list. **Addresses must be typed on mailing labels or typed so they can be copied onto labels (Avery Laser 5160 1x2-5/8 or Avery Copier 5351 1x2-13/16)**

Fees

- \$400.00 for the first 5 acres and \$25.00 for each additional acre or any portion thereof up to a maximum of \$800.00.

Washington Township accepts Visa/MasterCard, cash or check. Please make checks payable to Washington Township Trustees.

The Washington Township Trustees established a policy guiding the administration and coordination of zoning case information, on May 23, 1980. The policy details the following process:

1. The Zoning Department will distribute the notification of a Zoning Commission hearing, including the required maps, drawings, and other information, to the following Department Heads:
 - a. Fire Chief
 - b. Public Works Director
 - c. Sheriff's Liaison Officer
 - d. Park District supervisor (notification of residential zone changes)
2. These Department Heads will review the case, make on-site visits, and prepare written recommendations, with suggested conditions of approval, considering but not being limited to the following factors:
 - a. Access
 - b. Fire safety
 - c. Turning radii for service and emergency vehicles
 - d. Traffic safety
 - e. Effect on roadways of construction
 - f. Drainage
 - g. Lighting
 - h. Effects on adjacent properties
3. The Department Heads will submit the written recommendations or written statements of 'no comment' to Zoning Department prior to the Zoning Commission hearing.
 4. Responses from Department Heads, including the Zoning Department's recommendation, will become part of the file for the case and will be read at Zoning Commission and Board of Trustee hearings.

*** IMPORTANT – READ CAREFULLY ***

IT IS THE RESPONSIBILITY OF THE APPLICANT TO COOPERATE WITH THE ZONING DEPARTMENT AND OTHER DEPARTMENT HEADS TO INSURE THAT INDIVIDUAL DEPARTMENT RECOMMENDATIONS CAN BE COMPLETED IN A TIMELY AND THOROUGH MANNER. FAILURE BY THE APPLICANT OR THERE REPRESENTATIVE TO PROVIDE THIS COOPERATION MAY CAUSE THE SCHEDULED ZONING CASE HERING TO BE POSTPONED TO A LATER DATE OR DISAPPROVED BY THE ZONING COMMISSION OR BOARD OF TRUSTEES FOR LACK OF INFORMATION.