



Sheffield Village Building Department  
4480 Colorado Avenue - Sheffield Village, Ohio 44054  
(440) 949-6209 (440) 949-5371 fax

## \$350 Application for Rezoning

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Permanent Parcel Number \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website Link: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Included with Application:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Approvals

This certifies that the issuance of this Zoning Permit is in compliance with the Zoning Code as set forth in the Codified Ordinances of Sheffield Village.

**Site Plan:** Planning: \_\_\_\_\_  
Council: \_\_\_\_\_

**Conditional Use:** Planning: \_\_\_\_\_  
Council: \_\_\_\_\_

**Variance:** Planning: \_\_\_\_\_  
Council: \_\_\_\_\_

\_\_\_\_\_  
Joe Temkiewicz, Zoning Administrator

## CHAPTER 1111

## Amendments

- |         |   |         |  |
|---------|---|---------|--|
| 1111.01 | Authority for amendments.                       | 1111.04 | Amendments initiated by Planning Commission. |
| 1111.02 | Initiation of zoning amendments.                | 1111.05 | Amendments initiated by Council.             |
| 1111.03 | Map amendments initiated by property owners(s). |         |  |

## CROSS REFERENCES

Council may amend districts or zoning - see Ohio R.C. 713.10

**1111.01 AUTHORITY FOR AMENDMENTS.**

Whenever the public necessity, convenience, general welfare or good zoning practices require, Village Council may by ordinance amend, revise, rearrange, renumber or recodify this Planning and Zoning Code or amend, supplement, change or repeal the boundaries or classification of property according to the procedures set forth in this Chapter and subject to the procedures provided by law.

**1111.02 INITIATION OF ZONING AMENDMENTS.**

Amendments to the Code may be initiated in one of the following ways:

- (a) By the filing of an application to the Zoning Administrator by at least one owner or lessee of property or developer with an option on such property within the area proposed to be changed or affected by said amendment. The Zoning Administrator shall refer the application to the Village Council for consideration.
- (b) By the adoption of a motion by the Planning Commission.
- (c) By the passage of a resolution by Village Council.

**1111.03 MAP AMENDMENTS INITIATED BY PROPERTY OWNER(S).**

A map amendment initiated by at least one owner or lessee of property or developer with an option on such property within the area proposed to be changed or affected by said amendment shall be submitted and reviewed according to the following:

- (a) Submission Requirements. Applications for amendments to the Zoning Map adopted as part of this Code shall contain at least the following information
  - (1) The name, address and phone number of the applicant and the property owner if other than the applicant;
  - (2) Legal description of the parcel(s) to be rezoned, drawn by a registered surveyor;
  - (3) A statement of the reason(s) for the proposed amendment;
  - (4) Present use and zoning district;
  - (5) Proposed use and zoning district;

- (6) A vicinity map at a scale approved by the Zoning Administrator showing property lines, thoroughfares, existing and proposed zoning, and such other items as the Zoning Administrator may require;
  - (7) A list of the names and addresses of the owners of properties lying within 200 feet of any part of the property on which the zoning amendment is requested;
  - (8) Evidence that the existing Code is unreasonable with respect to the particular property and it deprives the property owner of lawful and reasonable use of the land; or evidence that the proposed amendment would materialize in an equal or better land use;
  - (9) A statement on the ways in which the proposed amendment relates to the Comprehensive Land Use Plan;
  - (10) The payment of the application fee as established by Council.
- (b) Administrative Review. An applicant shall submit the application to the Zoning Administrator for review.
- (1) The Zoning Administrator shall review the application for completeness pursuant to subsection (c) and inform the applicant which items from the submission requirements have not been received or are incomplete. If any submission requirements are incomplete or missing the application will not be processed further until the necessary items are submitted.
  - (2) When the application is deemed complete, the Zoning Administrator shall forward the application to appropriate Village departments for their review.
  - (3) The Zoning Administrator shall advise the applicant of any revisions recommended as a result of the administrative review. The applicant may:
    - A. Revise the application as recommended by the Zoning Administrator and request that it then be forwarded to the Village Council; or
    - B. Request that the application be forwarded to the Village Council without any revisions.
- (c) Village Council Introduces Ordinance. Village Council may cause to have an ordinance prepared amending the Zoning Code as requested by the applicant. Once prepared, such ordinance shall be introduced by a motion of Village Council and referred to the Planning Commission for its review and recommendation.
- (d) Recommendation by Planning Commission. The Planning Commission shall recommend one of the following:
- (1) That the amendment be granted as requested;
  - (2) That the amendment be granted as modified by the Planning Commission; or
  - (3) That the amendment be denied.
- If the Planning Commission does not make a recommendation on an application within forty-five (45) days, or an extended period as may be agreed upon, at the election of the applicant, it shall be deemed a denial.



- (e) Public Hearing and Notice by Council. Upon receipt of the recommendation from the Planning Commission, Council shall set a time for a public hearing on the proposed amendment. Notice of the public hearing shall be given by Council by at least one publication in one or more newspapers of general circulation in the Village. Said notice shall be published at least thirty (30) days before the date of the required hearing. The published notice shall include the time and place of the public hearing, a summary of the proposed amendment and a statement that opportunity to be heard will be afforded to any person interested. During such thirty (30) days, the text of the proposed amendment, maps or plans, if applicable, and the recommendations of the Planning Commission shall be on file for public examination in the office of the Clerk of Council or in such other office as is designated by Council.
- (f) Notice to Property Owners by Council. If the proposed amendment intends to rezone or redistrict ten or less parcels of land, as listed on the tax duplicate, written notice of the hearing shall be mailed by the Clerk of Council, by first class mail, at least 10 days before the day of the public hearing to all owners of property within 200 feet of such area proposed to be rezoned or redistricted to the addresses of such owners appearing on the County Auditor's current tax list or the Treasurer's mailing list, and to such other list or lists that may be specified by Council. The notice shall contain the same information as required of notices published in newspapers as specified in subsection (e).
- (g) Action by Council. After the public hearing required by subsection (e), Council may:
- (1) Approve the amendment as recommended by the Planning Commission or approve, with some minor modifications thereof, with a simple majority;
  - (2) Approve the amendment which was recommended for disapproval by the Planning Commission with a 3/4 majority; or
  - (3) Deny the amendment.
- Any such proposal may be amended prior to the voting thereon by Council without further notice or postponement, if such amendment to the proposal shall be germane to the subject matter thereof and is in accordance with the recommendation of the Commission. If no action is taken within 180 days of the public hearing, it may be deemed a denial.

#### 1111.04 AMENDMENTS INITIATED BY PLANNING COMMISSION.

The Planning Commission on its own initiative may, by the passage of a motion, recommend to Village Council changes in the Code and Zoning Map. After Planning Commission has made a recommendation to Village Council, Council shall follow the procedures for review and hearing of the proposed amendment as set forth in Sections 1111.03(e) through 1111.03(g).

#### 1111.05 AMENDMENTS INITIATED BY COUNCIL.

Amendments to the Code or Zoning Map initiated by the passage of a resolution by Village Council shall comply with the following:

- (a) Referral to Planning Commission. After the introduction of an ordinance by Council, said resolution shall be referred to the Planning Commission for its consideration and recommendation.

- (b) Recommendation by Planning Commission. The Planning Commission shall recommend one of the following:
- (1) That the amendment be granted as requested;
  - (2) That the amendment be granted as modified by the Planning Commission;
- or
- (3) That the amendment be denied.
- The decision of the Planning Commission shall indicate the specific reason(s) upon which the recommendation is based. The Planning Commission shall be allowed a reasonable time, not less than 45 days, for consideration and report. If the Planning Commission does not make a recommendation on a resolution passed by Council within forty-five (45) days, and the time for responding is not extended by Council, Council shall determine that the recommendation of the Planning Commission is that the amendment be denied.
- (c) Public Hearing and Action by Council. After receiving a recommendation from the Planning Commission, Council shall follow the procedures for review and hearing of the proposed amendment as set forth in Sections 1111.03(e) through 1111.03(g)