



REQUEST FOR PLANNING COMMISSION ACTION

Application MUST be complete before it is processed, and a hearing is scheduled.

Applicant Information

Name _____

Address _____

Phone _____ Email _____

Address of the property that is subject of this request: (if different from above)

Current zoning of the subject property: (please check one)

R1- Residential _____

OS- Open Spaces and Public Land _____

R2- Residential _____

HOC-Highway Oriented Commercial _____

R3-Residential _____

GC-General Commercial _____

RO- Residential Office _____

LI-Light Industrial _____

GI-General Industrial _____

View the zoning map at this link: <https://www.locklandoh.org/download/maps/Zoning-Code-Map.pdf>

1. Are you the owner of subject property: Yes () No ()

If no, provide owner's name _____

Owner's address _____

Phone _____ Email _____

2. Describe in detail your request (Use reverse side of this form if more space is needed):

3. Provide a list of all adjacent property owners:

Name

Address

4. Explain any hardship that will be imposed on you if your request is not granted

Signature of applicant _____

Date _____

Signature of owner _____

Date _____

GUIDELINES FOR PREPARING INFORMATION FOR
PRESENTATION TO
PLANNING COMMISSION

APPLICANT MUST PREPARE AND SUBMIT THE FOLLOWING:

- 1.) REQUEST FOR PLANNING COMMISSION ACTION FORM.

- 2.) A VICINITY MAP AT A SCALE APPROVED BY THE CODE ENFORCEMENT OFFICER SHOWING PROPERTY LINES, STREETS, EXISTING AND PROPOSED ZONING AND SUCH OTHER ITEMS AS THE CODE ENFORCEMENT OFFICER MAY REQUIRE.

- 3.) THE LOCATION OF THE SUBJECT PROPERTY, THE LOT NUMBER OR A METES AND BOUNDS DESCRIPTION OF THE SUBJECT-TRACT AND THE PRESENT AND PROPOSED ZONING DISTRICT.

- 4.) A PLAT LAYOUT, DRAWN TO SCALE, SHOWING THE ACTUAL SHAPE AND DIMENSIONS OF THE LOT(S) OR PARCEL(S) TO BE RECORDED AND ALL LOTS AND PARCELS WITHIN 200 FEET THEREOF AND SHOWING THE BUILDINGS, USES AND ZONING CLASSIFICATIONS FOR EACH.

- 5.) PRESENT AND PROPOSED USES AT THE LOCATION.

- 6.) A LIST OF ALL PROPERTY OWNERS WITHIN, CONTIGUOUS TO AND DIRECTLY ACROSS THE STREET FROM THE PARCEL(S) PROPOSED TO BE REDEFINED/REZONED AND A LIST OF OTHER PERSONS THAT MAY HAVE A SUBSTANTIAL INTEREST IN THE MATTER

- 7.) THE PROPOSED AMENDMENT TO THE TEXT, IF APPLICABLE

- 8.) A STATEMENT AS TO HOW THE PROPOSED AMENDMENT RELATES TO THE COMMUNITY DEVELOPMENT POLICIES OF THE VILLAGE, AND

- 9.) A SPECIFIC REASON JUSTIFYING THE APPLICATION FOR AN AMENDMENT, AS REQUIRED IN SECTION 1262.04.

- 10) APPLICATION MUST BE COMPLETE AND BE OCCUPIED BY THE ABOVE REQUIREMENTS BEFORE A PLANNING COMMISSION HEARING IS SCHEDULED.