

**Ashtabula County
Community Services & Planning**

25 West Jefferson Street
Jefferson, Ohio 44047-1092
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Zoning Map Amendment Checklist

NOTICE: *Townships are strongly encouraged to contact the Planning Director at the start of their amendment discussions for guidance.* Incomplete and/or Inaccurate Amendment requests will not be processed by our office. Ashtabula County Planning Commission (ACPC) will return them to the requestor, stating the reason the amendment was not accepted.

Each Zoning Map Amendment change must be received in our office along with a cover letter explaining the proposed zoning map changes(s). All items listed below must be received **no later than 5 days** before the next scheduled ACPC Executive Board Meeting. *(The ACPC Executive Board meets the second Monday of every month, in the event of a Monday holiday the meeting will be held on Tuesday.)*

It is required that a representative who is able to provide further information on the amendment attend the ACPC meeting to answer any additional questions that may arise. *(The ACPC meets the third Monday of every month, in the event of a Monday holiday the meeting will be held on Tuesday.)*

Complete and return this Checklist with your submittal:

Checklist <i>(Must be completed)</i>
Cover Letter <i>(Must be signed and dated)</i>
Date and Description of Action Initiating Amendment <i>(Must be stated in cover letter. i.e. Who requested? When?)</i>
Description of Zoning Map Amendment Change(s) <i>(Must be stated in cover letter why the changes are being made)</i>
Date of Public Hearing <i>as per ORC 519.12</i> <i>(The PH date and time must be stated in cover letter)</i>
Zoning Map Amendment Township Contact's name, email, phone, & address <i>(Must be stated in the cover letter)</i>
Parcel Number(s)
Attachment of Zoning Map Proposed Changes <i>(Must have changes highlighted or bolded)</i>
Applicant's Name, email, phone, & address
Current Zoning Map
Proposed Zoning <i>(Zoning Text must match proposed Zoning Map)</i>
Current Land Use <i>(i.e. agriculture, commercial, residential)</i>
Proposed Land Use <i>(i.e. agriculture, commercial, residential)</i>
Acreage
Copy of Current Zoning Text associated with proposed district(s)
Contiguous and adjoining Parcel Information, including Zoning District(s)
Any other supporting documentation submitted by applicant

Additionally, after final adoption regarding this zoning map amendment, please provide ACPC with a letter stating the results of the Trustees vote, along with a copy of the adopted language.