

FEE: \$300.00 plus certified notification & recording fees

**PLAIN TOWNSHIP ZONING COMMISSION
INSTRUCTIONS FOR FILING APPLICATION OF ZONING AMENDMENT**

In order to process your application as soon as possible after filing, the following requirements are detailed for your convenience:

- A. **Application must be submitted by the first (1st) business day of the month.**
- B. Applications must be **filled out completely**. Application forms must be **typed** or **legibly handwritten** and **notarized**. If the person filing the application is not the owner of the property, an affidavit of ownership must be signed, notarized, and filed with the application. **Ten (10) copies of the entire application, including any drawings or maps, must be submitted with this application when it is completed and returned with payment.**
- C. After filing the application for a zone change with the Zoning Commission, you will be notified by certified mail of the date, time, and place of the public hearing. **The presence at the hearing of the applicant and/or his agent is mandatory.**
- D. In the event an application lacks information, or the Commission desires more information, the application may be returned to the applicant for additional information or the hearing continued to a later date. Following return of application to the Commission, the time, date, and place of the hearing will be decided by the Commission and the applicant notified by certified mail.
- E. A **\$300.00 filing fee plus certified notification & recording fees** shall accompany the application for a Zoning Amendment at the time of filing. Checks are to be made payable to the Plain Township Board of Trustees.
- F. The reason for requesting the zoning amendment must be stated. If the intended use is known and has been planned, this information is helpful in the appraisal of the proposition. If the purpose is to match existing area land uses, or if the purpose is the change the value of the land, then this should also be stated.
- G. Ohio State Law requires that public hearing notices be sent by certified mail to all adjacent property owners of the affected area, this includes any residents in bordering municipalities. Therefore, **ten (10) copies of the Stark County Tax Map, of the area involved, must be submitted with the application** (obtain at the Map Office located in the Citizens Bank Building, 110 Central Plaza South, Canton, Ohio 44702). The area appealed must be marked on the tax map with diagonal lines. If the land involved does not follow existing property lines shown on the map, then the boundaries of the land involved must be drawn to scale on the tax map copies and marked with diagonal lines as described above. **The typed description and/or a copy of the deed description of the land involved should accompany the application.** Also include street address numbers of any existing structures on the land. Adjacent property owners, including across the street, must be submitted with the application by marking A, B, C, etc. as shown

on the accompanying diagram. The names and mailing addresses of adjacent property owners must be listed on the application in the space provided A, B, C, to correspond with letters shown on the tax map and on the application. Property owner information is obtained in the Auditor's Office in the Citizens Bank Building. Current mailing addresses of the property owners may be obtained at the County Treasurer's Office also in the Citizens Bank Building. **Both** property address and tax mailing address **must** be included.