



**Application for Planned Unit
Development (PUD)
Concept Development Plan**

City of Fairfield Development Services Department
5350 Pleasant Ave
Fairfield, Ohio 45014
(513) 867-5345
www.fairfield-city.org

For Staff Use Only

Project ID:

Date Application
Submitted:

1st Reading Date:

PC Meeting Date:

PUD Concept Development Plan Submission Requirements

1. Prior to the submission of an application for a Concept Development Plan, please refer to Chapter 1132.0 of the Planning and Zoning Code for procedural and plan requirements.
2. A pre-application meeting is required prior to the submission of an application.
3. Incomplete or incorrect applications will not be accepted.
4. A copy of the Concept Development Plan in compliance, at a minimum, with the requirements outlined in Chapter 1132.01(H) of the Planning and Zoning Code.
5. Copy of the legal description for all parcels.
6. An electronic copy of the submission must be emailed to development@fairfield-city.org.
7. Filing fee of \$500 is due at the time the application is submitted.
8. City Council meets on the second and fourth Monday of each month. The full application, including the filing fee, must be submitted at least two weeks prior to the first reading of Council.
9. All surrounding property owners shall be notified by the City of Fairfield as outlined in the City Charter, Section 4.10.

Site Information

Date:

Name of Planned Unit Development:

Location/Address of the Subject Site:

Parcel ID(s):

Lot Number(s):

Existing Zoning District:

Proposed Zoning District:

Total Acreage of Parcel(s):

Applicant Information	
Applicant Name:	
Company:	
Street Address:	
Email Address:	Phone Number:
Property Owner Information	
Property Owner Name (If different from applicant):	
Street Address:	
Email Address:	Phone Number:
Engineer or Surveyor Information	
Engineer/Surveyor Name:	
Company:	
Street Address:	
Email Address:	Phone Number:

Signatures

The undersigned applicant certifies that all materials submitted with this application are true and correct.

Signature of Applicant

Date

The property owner (if different from the applicant) acknowledges by signature below that the applicant is an authorized agent of the property owner as it relates to the proposed Concept Development Plan request.

Signature of Property Owner

Date

WAIVER OF WRITTEN NOTICE

The undersigned owner(s) of lot(s) _____ of the City of Fairfield, Butler County, Ohio, hereby waive(s) the written notice required by Section 4.10 of the City of Fairfield Charter of the first reading or an ordinance to rezone the above described property from its existing zoning classification of _____ to a Planned Unit Development.

Signature of Owner(s)

Date

ZONING YARD SIGN

The applicant is responsible for contracting with a licensed sign vendor for the erection of a 4 feet by 8 feet sign on the subject property which is being proposed for the Planned Unit Development. It is the applicant's responsibility to re-erect the sign if damaged or vandalized. When there are multiple parcels, the need for multiple signs may be required. This will be determined by the City of Fairfield Development Services Director on a case by case basis.

The design of the sign is as follows:

- 4 feet by 8 feet
- White background
- Text for the sign shall be approved by the Development Services Director prior to fabrication
- Sign shall not be erected within the City right of way nor in a manner which poses a sign visibility problem for pedestrians or motorists.
- Sign to be placed prominently in the front yard of the property

The sign is to be erected a minimum of five (5) days prior to the first reading of the ordinance by City Council. Failure of the sign erection meeting the above time requirement will delay the first reading. The sign is to be removed from the premises prior to the third reading of the ordinance by City Council.

SIGN EXAMPLE

<p style="text-align: center;">NOTICE OF PROPOSED ZONING</p> <p>A rezoning application has been submitted for this property requesting a zone change from A-1 to Planned Unit Development to _____ (Proposed Use) _____.</p> <p>A public hearing has been scheduled to discuss the application on Monday, January 13, 2025 at 7:00 PM at the Fairfield Municipal Building.</p> <p>Questions regarding the rezoning can be forwarded to the City of Fairfield at (513) 867-5345.</p>
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