



## INSTRUCTIONS TO FILE FOR A PLANNED DEVELOPMENT (PD) APPLICATION

A “Planned Development” (or “PD”) is defined within the Hamilton Zoning Ordinance (HZO) as an alternative to standard zoning guidelines, for properties zoned “PD”. See [Section 2400](#) of the HZO.

### Please select the type of Planned Development Application below:

Type of PD Zoning with plans that adhere to the specific requirements of that district per HZO:

- RPD (Residential / [2404](#)) |  OPD (Office / [2405](#)) |  BPD (Business / [2406](#))  
 IPD (Industrial / [2407](#)) |  EM-UPD (Entertainment Mixed-Use / [2408](#))
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Preliminary Planned Development<sup>1</sup> (with or without rezoning): \$500 fee – [Section 2409, C](#)

Final Planned Development<sup>2</sup>: \$500 fee – [Section 2409, D](#)

Combined, Preliminary & Final Planned Development<sup>3</sup> – [Section 2409, E](#)

Departure (Amendment) of an existing approved planned development on property already zoned PD, for converting existing buildings and lots into a different land use. – [Section 2411](#)

- Major<sup>1</sup>: \$500 fee |  Minor<sup>2</sup>: \$250 fee |  Administrative: \$100 fee

Specific Use approval uses needing specific review and approval through the Planning Commission (see [Sections 1250](#), Use Chart; [1300](#) Conditional/Specific Uses): \$200 fee.

Requesting waivers/variances in conjunction with a PD application - see [Section 2409, I & J](#)

**Note:**

1. A new Preliminary PD or Major Amendment to a PD, requires a favorable recommendation from the Planning Commission (PC) at a public hearing and final approval from the City Council.
2. A Final Planned Development requires review and final approval from the Planning Commission (and must have a valid Preliminary PD approval from Council).
3. An applicant may request to combine a Preliminary and Final PD application. All requirements of both the Preliminary and Final Plan submittal shall be met for such an application.

**Pre-Application Meeting [ Required ] – Date of Pre-app Meeting: \_\_\_\_\_**

Prior to the application process, a Pre-Application meeting with Planning Staff is required. Contact 513-785-7350 or email at [planning@hamilton-oh.gov](mailto:planning@hamilton-oh.gov).

**Application Submittal**

Following the pre-application meeting, an interested applicant(s) will submit their application and fee to the Planning Department via email at [planning@hamilton-oh.gov](mailto:planning@hamilton-oh.gov). Payment can also be via phone at 513-785-7360. — No application will be accepted or reviewed without receipt of payment.

**Applications also require a narrative describing the overall project (timeline, hours of operation, etc.)**

For questions or more information, please contact Planning at 513 785-7350 | [www.hamilton-oh.gov/planning](http://www.hamilton-oh.gov/planning)

**PLANNED DEVELOPMENT (PD) APPLICATION**

**PROPERTY ADDRESS:** \_\_\_\_\_

**Type of PD Application (Please select the type of application below):**

- Preliminary Planned Development (  with rezoning): **\$500 fee (+\$200 with rezoning)**
- Final Planned Development (or Combined Prelim & Final): **\$500 fee**
- PD Amendment:       Major: \$500 fee |  Minor: \$250 fee |  Admin: \$100 fee
- Specific Use approval: **\$200 fee.**  
Uses needing specific review and approval through the Planning Commission  
(see Zoning Ordinance: [Sections 1250](#), Use Chart; [1300 Conditional/Specific Uses](#))
- Requesting waivers/variances in conjunction with a PD application (see [Section 2409, I & J](#))

**Property Owner:** \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Applicant's Name** (If different from owner): \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Architect / Engineer:** \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Previous Legal Use of Property: \_\_\_\_\_

Date Previous Use Discontinued: \_\_\_\_\_

**Proposed New Use of Property:** \_\_\_\_\_

**PLEASE NOTE:**

Incomplete applications or applications missing the required materials necessary to conduct a review will not be reviewed by staff nor will they be placed on the agenda to be heard by the Planning Commission until all required information has been submitted.

**CERTIFICATION:**

I certify that all of the information contained in this Application is complete, true, and accurate.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## PLANNED DEVELOPMENT (PD) APPLICATION

### Planned Development (PD) Review Criteria

**Section 2401** of the Hamilton Zoning Ordinance states the purpose and standards for Planned Development (PD) projects. In reviewing a PD application, the Commission shall consider whether there is adequate evidence that the proposed development is consistent with the following Planned Development (PD) standards. These standards are intended to provide an alternative to standard zoning guidelines, to:

- A. Encourage development that is superior and imaginative design and function in developments.
- B. Establish an alternative procedure for the development of land in order to allow for more efficient and economic development of property than customarily permitted by conventional zoning and subdivision regulations.
- C. Encourage flexibility in the design of developments specifically in the preservation of open spaces, in the protection of natural features, in the utilization of existing site amenities, and in the creation of designs that are compatible with surrounding uses.
- D. Ensure orderly and thorough planning and review procedures that lead to higher quality design and development.
- E. Provide harmonious transitions between uses by utilizing varying uses, landscaping, buffers, design characteristics, or other similar techniques.
- F. Allow for the development of infill sites and the redevelopment of existing sites in creative manners that respect existing circumstances, adjacent land uses, topography, lot size, or other similar elements.
- G. Implement the vision set forth in the City's Comprehensive Plan and any amendments or supplements thereto. State how the proposal relates to existing land use of the vicinity, or to [Plan Hamilton](#), the City of Hamilton Comprehensive Plan. If the proposed use is inconsistent with the land uses in the surrounding area, justify any proposed deviation.

### Waiver / Variance Review Criteria

**Section 2409 I & J** of the Hamilton Zoning Ordinance states that no variance or waiver to the General Design Standards or the Hamilton Zoning Ordinance shall be recommended for approval by the Planning Commission, or authorized by the City Council, unless the Commission and Council find whether there is adequate evidence that the proposed Conditional Use is consistent with the following General Standards.

In determining whether or not to waive or vary the General Design Standards found in any PD district, the Planning Commission shall consider and find that four (4) out of the five (5) following criteria apply to any specific PD:

- A. The proposed development is in conformance with the principles of the City Comprehensive Plan;
- B. The proposed development advances the general welfare of the city and immediate vicinity and will not impede the normal and orderly development and improvement of surrounding and abutting areas;
- C. Adequate utilities, access roads, drainage, retention/detention facilities are provided;
- D. The proposed development design, site arrangement, and/or anticipated benefits of the proposed development justify any deviation from the General Design Standards found herein;
- E. The proposed development design exceeds the quality of the building and site design in the immediate area.

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## 2024 Hamilton Planning Commission Meeting Calendar

First and Third Thursday of every month, except scheduled City Holidays.

First Thursday Meeting of every month is at 1:30 pm:

Third Thursday Meeting of every month is at 6:00 pm:

Meetings are in the City Council Chambers, Municipal Building. 1st floor, 345 High Street.

**NOTE:** Submitting the application to the Planning Office does not guarantee inclusion on an upcoming Planning Commission Agenda. Applications must be reviewed by Staff, must be complete, accurate, must address and adhere to the relevant sections of the Hamilton Zoning Ordinance including Conditional Use/Specific Use, and PD requirements where applicable, and all planning application fees paid.

Meeting Date	Application Deadline
January 4, 2024	December 11, 2023
January 18, 2024	December 18, 2023
February 1, 2024	January 8, 2024
February 15, 2024	January 22, 2024
March 7, 2024	February 12, 2024
March 21, 2024	February 26, 2024
April 4, 2024	March 11, 2024
April 18, 2024	March 25, 2024
May 2, 2024	April 8, 2024
May 16, 2024	April 22, 2024
June 6, 2024	May 13, 2024
June 20, 2024	May 29, 2024
<b>CANCELLED (July 4, 2024)</b>	-----
July 18, 2024	June 24, 2024
August 1, 2024	July 8, 2024
August 15, 2024	July 22, 2024
September 5, 2024	August 12, 2024
September 19, 2024	August 26, 2024
October 3, 2024	September 9, 2024
October 17, 2024	September 23, 2024
November 7, 2024	October 14, 2024
November 21, 2024	October 28, 2024
December 5, 2024	November 11, 2024
December 19, 2024	November 25, 2024
January 2, 2025	December 9, 2024
January 16, 2025	December 23, 2024