

INSTRUCTIONS FOR ZONING AMENDMENT APPLICATIONS
City of Orrville, Ohio

APPLICATION PROCEDURE

1. City Council may amend by ordinance the number, shape or area of zoning districts established. The application must be submitted in writing to the Clerk of Council.
2. The Clerk of Council will submit the application to the Planning Commission for approval, disapproval or recommended modifications, and the Commission shall have a reasonable time, not less than thirty days and not more than sixty days, for consideration and report to Council. The Planning Commission may hold a public hearing on any proposed zoning amendment after notice has been published in a newspaper of general circulation at least seven (7) days prior to the date of the hearing. Written notice of the hearing shall be mailed by the Safety-Service Director, at least five (5) days prior to the hearing, to owners of property contiguous to and directly across the street from the property(s) being considered. Any amendment which fails to receive the approval of the Planning Commission shall not take effect unless passed by not less than three-fourths vote of the membership of Council.
3. After receipt of the Planning Commission's recommendation, Council shall hold a public hearing before adoption of the proposed amendment. Notice of the hearing shall be published in a newspaper of general circulation at least fourteen (14) days prior to the date of the hearing. Written notice of the hearing shall be mailed by the Clerk of Council at least seven (7) days prior to the hearing to owners of property contiguous to and directly across the street from property(s) being considered.

Please keep in mind that rezoning is a **lengthy process**. The Planning Commission has 30-60 days; City Council has a minimum of 45 days, depending on how soon the matter is reported out of Committee; and after approval by Council, there is a thirty (30) day waiting period.

4. All applications for a zoning amendment shall include:
 - A. Evidence that the existing Zoning Code is inappropriate with respect to the particular property and that it deprives the property owner of his lawful and reasonable use of the land. For the purposes of this Zoning Code, a limitation upon the financial gain from the land in question shall not constitute unreasonable zoning.
 - B. Evidence that the proposed amendment would materialize in an equal or better Zoning Code than that existing.
 - C. Any applicant who seeks an amendment to rezone property from one use district to another use district, or who seeks to change, add, or delete permitted uses in any use district, shall include with the application the appropriate fee, which fee shall not be refundable.

Application and fee of \$100.00 may be submitted to and questions answered by the Safety-Service Department, 207 N. Main Street, Orrville, OH 44667-1639 (Phone: 330/684-5000). The above portion of the Orrville Zoning Code, or any whole or part thereof, may be reviewed at the Safety-Service Department.