



# Development Review Process

JULY 24, 2025

# Breakdown

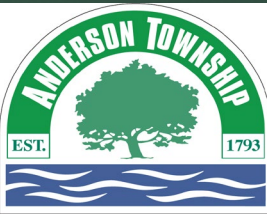
- ▶ Step 1: Pre-Application Meeting
- ▶ Step 2: Pre-Submittal Meeting
- ▶ Step 3: Formal Submittal





# Step 1: Pre- Application Meeting

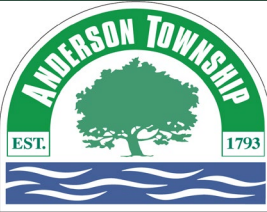
- ▶ A recommended preliminary review session offered to applicants seeking to discuss development or land use.
- ▶ A formal discussion about the development process (contact information, codes, applications, and fees).
- ▶ Conducted by Anderson Township Planning and Zoning staff.
- ▶ Streamline the review process by making recommendations to potential applicants.
- ▶ Designed to make the review process simpler.





# Step 2: Pre- Submittal Meeting

- ▶ Optional public meeting.
- ▶ Requests shall be made no later than 10 days prior to proposed meeting date.
- ▶ It is recommended that the applicant bring any preliminary drawings, studies, analysis and any other important information to the meeting.
- ▶ Property owners within 200' of the proposed development will be notified of this meeting, via mail and the Community Press newspaper if possible.
- ▶ The public has the opportunity to provide comments/feedback at a 5:30 p.m public meeting / open house.
- ▶ After the meeting, a memorandum will be sent to the applicant, posted on the Township's website, and forwarded to the Zoning Commission (if an application is made) outlining the issues made at the meeting.



# Step 3: Formal Submittal

## Part 1

- ▶ If the applicant chooses to move forward with the proposal, then more detailed plans will be prepared along with other materials that require a filing for a zone map amendment.
- ▶ Property owners within 200' of the subject property are sent notice of the meeting, so that they may participate.

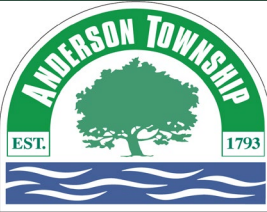




# Step 3: Formal Submittal

## Part 2

- ▶ The plans will be distributed to various governmental and quasi-governmental agencies for review and comment.
- ▶ A recommendation will first be made by the Hamilton County Regional Planning Commission (within 30 days of application being filed).
- ▶ A public hearing, held by the Anderson Township Zoning Commission, will follow the recommendation.
- ▶ At least 10 days prior to this hearing, all property owners within 200' feet will be notified of this hearing.
- ▶ A zoning hearing sign will be placed on the property, and a legal notice will be published in the *Cincinnati Enquirer*.



# Step 3: Formal Submittal

## Part 3

- ▶ The Zoning Commission will then make a recommendation to the Anderson Township Board of Trustees.
- ▶ A notification process identical to that outlined for the ATZC hearing will be followed for the Board hearing.
- ▶ After the hearing the Board will make a decision on the zone change request.

