**Map Amendment**

1. Complete Application Form

2. Gather the information listed on the application form.

3. Complete the Map Supplemental Information form with the following:

 A. The current lot size of parcel to be rezoned

* Include current acreage and road frontage and depth the proposed sizes of the new lots.
* Proposed new parcel lot sizes –acreage, road frontage, and depth.
* Proposed new lots distance from current structures (homes/outbuildings) to new property lines.

 B. Purpose of map amendment.

 C. How the map amendment relates to the Union Township Comprehensive Plan. (uniontownship-licking.com/zoning)

4. Via Email, submit application and supporting documents to the zoning administrator.

5. The Zoning Administrator will review the submitted documents. Upon approved

 Completion, the Zoning Adminstrator, will schedule an appointment for fee payment

 A. Two sets of mailing labels (with the names and address of adjoining

 Property owners) will be accepted.

 B. Please issue a check in the amount of $500.00 to “Union Township Trustees.”

6. Township Zoning submits documents to Licking County Planning Commission

 within five days of receipt.

7 Township Zoning sets up a hearing with Township Zoning Commission, not less than

 20 and not more than 40 days from the submittal date.

8 Township Zoning notifies adjoining property owners and places a notice in a

 Newspaper of general circulation not less than ten days before the hearing date.

9. Within 30 days after the public hearing, the zoning commission shall recommend or

 deny the map amendment.

10. Within 20 days after the public hearing, the map amendment request is heard by the Township Trustees.

11. Township Zoning sets hearing date with the Township Trustees.

12. Township Zoning notifies adjoining property owners and places a notice in a

 Newspaper of general circulation not less than ten days before the hearing.

13. Once the Trustees approved the request, the map amendment becomes adopted 30 days after the hearing date.

\*Union Township Lot Split form can be submitted to the Township approval after the

 Trustees approval. The lot split form may be submitted to Licking County Planning on

 The 31st day after the hearing.