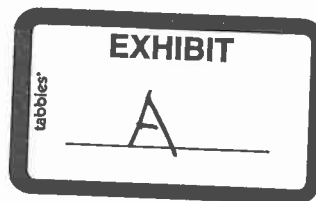


**Proposed Amendment to *Chapter 1135 Administrative Procedures*
of the Mason Zoning Code.**

1135.4 ELIGIBILITY REQUIREMENTS FOR INFORMAL PROCEDURE.

Qualifying persons shall utilize the procedure in this section in applying for a zoning certificate:

- A) Construction, enlargement or structural alteration of the following shall be subject to the informal procedure:
- 1) Single family residence or accessory structure.
 - 2) Multi-family dwelling of three (3) units or less.
 - 3) Signs.
 - 4) Non-residential addition up to twenty-five per cent (25%) of the original floor area, not to exceed 10,000 square feet.
 - 5) Cellular or wireless communication antennas mounted on existing structures according to Section 1188.4 A)1).
 - 6) **Gas, electric, water, sewer, cable and telephone utility stations.**
- B) To proceed with any of the projects listed in subsection A) hereof, ~~an application for a zoning certificate shall be made to the Zoning Administrator by submitting a site plan of the property or reasonably accurate drawings of the proposed work, and such other accurate information pertaining to the proposed work as may reasonably be requested by the Zoning Administrator.~~ **the applicant shall apply for a zoning certificate by submitting to the Zoning Administrator application fees and five (5) copies of a site and landscape plan as required by the landscape code and supporting drawings, drawn to scale on a maximum 24" x 36" sheet. The site and landscape plan shall contain the following information:**
- 1) **The dimensions of the proposed development. If different uses are to be located in a building or lot, the location and dimensions of each use.**
 - 2) **A Landscape Plan, including all landscaping features of the proposed development, including the placement of trees, flowers, shrubs and grass, in conformance of the requirements of the Landscape Code.**
 - 3) **The location and dimensions of all signs proposed to be located on the proposed development.**
 - 4) **The location and dimensions of all parking and loading facilities, access drives and curb cuts.**
 - 5) **A concise statement signed by the applicant, or in the case of a corporation, partnership, association or other business entity, a statement sworn to by its authorized agent, attesting that, in the event a zoning certificate is issued for the proposed development, no other reductions, revisions or modifications of the plan shall be made without the express approval of the Zoning Administrator.**
 - 6) **Plans, representing with exactitude all building, engineering, traffic and architectural features of the proposed development.**



- 7) **Plans, representing with exactitude the placement of all utilities upon the premises of the proposed development.**
- 8) **Water management sediment control plan and stormwater management plan according to Chapter 1119, if required.**
- 9) **Proposed methods of water supply and disposal of sanitary wastes.**
- 10) **Existing topography and proposed grading plan.**
- 11) **Setbacks as outlined in the Zoning Ordinance for each zone.**
- 12) **Dedication of right-of-way as shown on the Thoroughfare Plan.**
- 13) **Zoning of adjacent property.**
- 14) **Structures outside of but within 200 feet of the property boundary.**
- 15) **Any other drawings or information specifically required for a particular use under any section of this Zoning Ordinance.**

C) Upon receipt of such drawings and information, the Zoning Administrator shall, within thirty days of receipt:

- A) Make a determination as to whether the applicant meets the requirements established in subsection A) hereof.
- B) Determine that the proposed plan presents a unique or particularly complex question, in which case he shall so advise the applicant and require the applicant to submit his application to the Planning Commission.
- C) Determine that the proposed plan, as submitted, or as amended by the applicant after consultation with the Zoning Administrator, is in conformance with this Zoning Ordinance. Upon making this determination, the Zoning Administrator shall issue a zoning certificate.
- D) Determine that the proposed plan, as submitted, or as amended by the applicant after consultation with the Zoning Administrator, is not in conformance with this Zoning Ordinance or deny the certificate, such determination thereafter being communicated to the applicant along with the reasons for denial. The applicant shall then have such right to appeal this determination to the Zoning Board of Appeals.

**ADDITIONS AND AMENDMENTS TO THE MASON ZONING CODE
CHAPTER 1133 - DEFINITIONS**

1133.3 ACCESSORY USE OR STRUCTURE.

A use or structure constructed or installed on, above, or below the surface of a parcel, which is located on the same lot as a principal use or structure and which is subordinate to or serves the principal use or structure, is subordinate in area to the principal use or structure, and is customarily incidental to the principal use or structure. "Accessory use" includes anything of a subordinate nature ~~attached to or~~ detached from a principal structure or use, such as fences, walls, sheds, garages, parking places, decks, poles, poster panels, and billboards. "Accessory use" does not mean or include structures providing utility service to the parcel, such as gas, electric, or water.

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1133.160 USED.

See OCCUPANCY. (Ord. 99-207, passed February 14, 2000)

1133.161 Utility Station

Includes all utility stations and sub stations, not limited to, gas, electric, water, sewer, cable and telephone.

1133.16~~1~~2 VARIANCE.

A modification of the strict terms of the relevant regulation where such modification will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of the regulations would result in unnecessary and undue hardship. (Ord. 99-132, passed October 11, 1999)

1133.16~~2~~3 VICINITY MAP.

A drawing located on the plat which sets forth by dimensions or other means the relationship of the proposed subdivision or use to other nearby developments or landmarks and community facilities and services within the City, in order to better locate and orient the area in question. (Ord. 99-207, passed February 14, 2000)

1133.1634 WASTEWATER SYSTEM MASTER PLAN.

The officially adopted master plan for the City of Mason wastewater collection system and wastewater treatment plant. (Ord. 99-207, passed February 14, 2000)

1133.1645 WATER MASTER PLAN.

The officially adopted master plan for the City of Mason water distribution system and water treatment plant. (Ord. 99-207, passed February 14, 2000)

1133.1656 YARD.

A required open land area unoccupied and unobstructed by any structure or portion of a structure, provided, however, that fences, walls, signs, and driveways may be permitted subject to such limitations and regulations set forth in this Zoning Ordinance and the Building Code. (Ord. 99-132, passed October 11, 1999)

- A) "Yard, front" means the area between side lot lines across the front of a lot and extending from the front lot line to the front of the principal building. An accessory structure is not permitted in a front yard unless specifically permitted in this code.
- A) "Yard, rear" means the area between side lot lines across the rear of a lot and extending from the rear of the principal building to the rear lot line.
- A) "Yard, Side" means the area extending from the principal building or accessory structure to the side lot line on both sides of the principal building or accessory structure between the lines establishing the front and rear yards.

1133.1667 ZONING BOARD OF APPEALS.

The Zoning Board of Appeals for the City of Mason as established by the Article VII, Section 7.03 of the Charter of the City of Mason.

1133.1678 ZONING ADMINISTRATOR.

The person designated by the City Manager to administer and enforce zoning regulations and related Ordinances.

1133.1689 ZONING CERTIFICATE.

A document issued by the Zoning Administrator or his designee authorizing the use of lots, structures, uses of land and structures, and the characteristics of the uses.