

Procedures regarding applications made to the Celina Planning Commission and/or Zoning Board of Appeals for review.

1. Application to be placed on agenda to be made with Engineering Office no later than the 3rd of every month.
2. Meetings will typically be held on the 3rd Monday (ZBOA) or 3rd Thursday (Planning Commission) of each month unless otherwise noted.
3. You **will** be sent notice of the scheduled meeting, but it is your responsibility to place this date on your calendar.
4. It is **IMPORTANT** that you or your representative attend the scheduled meeting to answer questions the Commission may have in regards to your request. **THIS IS A MUST.**
5. If you or your representative are unable or fail to attend the scheduled ZBOA or Planning Commission meeting, your request will not be acted upon and you **MUST** re-apply to be placed on the next agenda. After receiving notice and you or your representative are unable to attend, you need to give notice to reschedule for the next scheduled meeting.
6. When it is needed, it is ***your*** responsibility to apply for a Change of Use/Occupancy permits from the State of Ohio if necessary. Please ask the Engineering Department for State contact information.

These procedures are set forth to encourage conscientious and courteous behavior.

Scheduling and Other Information

The Celina Planning Commission meets every 3rd Thursday of each month. The meetings of the Celina Zoning Board of Appeal are held every 3rd Monday of each month. Meetings are scheduled to begin sharply at 7:30 p.m. unless otherwise advertised. Commission meetings vary in length, depending on the number and complexity of agenda items, as well as the number of citizen speakers. Should the 3rd Monday (for ZBOA) or Tuesday (for Planning Commission) fall on a holiday such as Christmas, the meeting will be scheduled for the following month. Should scheduling be unclear please call Celina Engineering Department at 419-586-1144.

Meetings are generally held in Council Chambers on the second floor of City Hall at 202 North Main Street. Should there be a scheduling conflict, meetings will then be held in the Utilities Conference Room at Celina Utility Building at 426 W. Market Street.

Applications are available only through the City Engineering Department, which is located in the rear of 426 W. Market Street. To assure your request be placed on the agenda, all applications need to be on file in the Engineering office no later than the 3rd of the month. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Questions concerning these procedures should be addressed to the Celina Engineering Department, 426 W. Market St., or by phone at 419-586-1144.

Applicants or their representatives are expected to attend the scheduled meeting. Persons interested in commenting or voicing their concerns are encouraged to attend. If attendance by a concerned party is not possible, concerns should be in written form and delivered to the Engineering Office in care of the ZBOA or Commission Secretary to be read at the meeting. This written concern may also be e-mailed to the Engineering Office at info@celinaohio.org or by fax at 419-586-2577.

Before the Hearing

- ▶ **If you have questions about an item on the agenda, feel free to contact the Celina Engineering Department prior to the hearing.**
- ▶ **Applicants should plan their presentation. It is not required but is strongly suggested that if you have handouts or a long document, you can save time by making it available to the Planning Commission Secretary (in the City Engineering Dept.) at least 10 days prior to the hearing. By doing so, your information will be made available in the Zoning Board of Appeals or Planning Commission members pre-hearing packets which are reviewed prior to the meeting.**
- ▶ **All attendants are asked to sign in on arrival.**
- ▶ **Attendants who wish to voice their concerns or approvals should do so during the public response portion of the meeting by stating their name and address prior to addressing the Commission.**
- ▶ **A State Use/Occupancy Change permit may be required. Please ask the Engineering Department about this procedure and who to contact.**