



Board of Zoning Appeals Application Request for Area Variance

DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233

Phone: (513) 922-2705 Email: zoning@delhi.oh.us

***** PLEASE READ BEFORE COMPLETING THE APPLICATION *****

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than **4:00 p.m.** on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by Township staff for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Board agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- No late submittals or additional information will be accepted after the application deadline.
- Any construction and/or occupancy of the site for which the variance is being requested for shall not commence until approval is granted by the Board of Zoning Appeals and all appropriate permits are obtained by the Township and the County Building Department.
- Application fees are non-refundable.

Project Site Information *(Please print clearly)*

Project Street Address: _____ Property Zoning District: _____

Company / Business Name: _____

Description of Proposed Project: _____

Description of the nature of the request:

What is permitted by code: _____ Requesting: _____

Owner of Property: _____

Owner's Address (Street): _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Applicant Information *(Please print clearly)*

Applicant: _____ Owner Agent Tenant Other

Company: _____

Applicants Address (Street): _____

City, State, and Zip Code: _____

Telephone Number: _____ Email: _____

Please contact the Department of Community Development prior to making your application submittal. Staff is available to assist you in reviewing all application material requirements to ensure that your application is complete.

Applicant Check	APPLICATION CHECK LIST	Staff Check Yes/No
REQUIRED FOR ALL SUBMITTALS:		
	One (1) original signed application.	
	One (1) copy of the Site Plan drawn to a suitable scale and at 11 x 17 inches or eight (8) copies on 24 x 36 inches in size (unless staff grants an alternative size).	
	One (1) copy of a written statement answering the findings of fact questions found below.	
	<p>Area Variance: (<i>Written Statement Questions / All questions must be answered</i>)</p> <ul style="list-style-type: none"> a. Whether the property owner purchased the property with knowledge of the zoning restrictions; and b. Whether the property owners' predicament feasibly can be obviated through some other method than a variance; and c. Whether the variance is substantial; and d. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance; and e. Whether the property in question will yield a reasonable return or whether there can be any beneficial user of the property without the variance; and f. Whether the variance adversely affects the delivery of government services; and g. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance. 	
SITE PLAN DRAWING: (<i>Shall include the following information that is applicable to your project</i>)		
	The location of all adjoining properties.	
	The size of the subject property.	
	The location and setbacks of existing and proposed structures.	
	The location and setbacks of all existing and proposed off-street parking and loading areas.	
	The location of all existing and proposed open spaces.	
	The location of all existing and proposed landscape areas.	
	The location of all existing and proposed refuse and service areas.	
	The location of all existing and proposed utility lines.	
	The location and size of all existing and proposed signage.	

I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

FOR OFFICE USE ONLY

Received Stamp:

Application Fee: \$300

Total Fees Due: _____
(Fees are non-refundable)

The application has been reviewed and is found to be complete:

Township Staff:

Date:



Board of Zoning Appeals 2023 - Meeting Dates/Application Deadlines

REGULAR Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 3, 2023	December 14, 2022
February 7, 2023	January 18, 2023
March 7, 2023	February 15, 2023
April 4, 2023	March 15, 2023
May 2, 2023	April 12, 2023
June 6, 2023	May 17, 2023
July 4, 2023	No Meeting
August 1, 2023	July 12, 2023
September 5, 2023	August 16, 2023
October 3, 2023	September 13, 2023
November 7, 2023	No Meeting
December 5, 2023	November 15, 2023
January 2, 2024	December 13, 2023

TENTATIVE Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 10, 2023	December 21, 2022
February 14, 2023	January 25, 2023
March 14, 2023	February 22, 2023
April 11, 2023	March 22, 2023
May 9, 2023	April 19, 2023
June 13, 2023	May 24, 2023
July 11, 2023	June 21, 2023
August 8, 2023	July 19, 2023
September 12, 2023	August 23, 2023
October 10, 2023	September 20, 2023
November 14, 2023	October 25, 2023
December 12, 2023	November 22, 2023
January 9, 2024	December 20, 2023

*Please contact Community Development staff prior to submitting your application on the **TENTATIVE** meeting schedule as staff needs to verify the availability of the Board members.*

If Board members are unavailable, your case will be moved to the next regularly scheduled meeting.