



Variance Application for the Board of Zoning Appeals

DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233

Phone: (513) 922-2705 Fax: (513) 922-8767

Please Check Applicable Request: Area Variance Use Variance

***** IMPORTANT INFORMATION – 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 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 (<i>please select one of the following per the selected variance request type selected on the top of page one</i>)		
	<p><i>Area Variance: (Written Statement Questions)</i></p> <ol style="list-style-type: none"> Whether the property owner purchased the property with knowledge of the zoning restrictions Whether the property owners' predicament feasibly can be obviated through some other method than a variance Whether the variance is substantial 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 Whether the property in question will yield a reasonable return or whether there can be any beneficial user of the property without the variance Whether the variance adversely affects the delivery of government services. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance 		
	<p><i>Use Variance: (Written Statement Questions)</i></p> <ol style="list-style-type: none"> The variance will not be contrary to the public interest Where owing to special conditions a literal enforcement of the Resolution will result in an unnecessary hardship The spirit of the Resolution will be observed and substantial justice done in the granting of the variance Whether the special circumstances and conditions result from the actions of the property owner or any other of the predecessors in title Whether the landowner acquired the property with knowledge of the present zoning classification Whether the property is suitable to any permitted uses as zoned, including whether there are some other profitable alternatives for the property, even if different from the applicant's desired use Whether the alleged hardship is merely an inability to make more money from the use of the subject property, as contrasted from the situation where the property is unsuitable for any of the permitted uses in the governing zoning district 		
SITE PLAN DRAWING: (Shall include the following information that is applicable to your project)			
	Location of all adjoining properties		
	Lot size of the subject property		
	Location and setbacks of existing and proposed structures		
	Location and setbacks of all existing and proposed off-street parking and loading areas		
	Location of all existing and proposed traffic access and circulation areas		
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	Location of all existing and proposed open spaces		
	Location of all existing and proposed landscape areas		
	Location of all existing and proposed refuse and service areas		
	Location of all existing and proposed utility lines		
	Location and size of all existing and proposed signage		
FOR REQUESTS TO NON-CONFORMING USES, PLEASE CONTACT THE DEPARTMENT OF COMMUNITY DEVELOPMENT FOR SUBMITTAL REQUIREMENTS			

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:

Variance 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
2021 - Meeting Dates/Application Deadlines**

REGULAR Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 5, 2021	December 16, 2020
February 2, 2021	January 13, 2021
March 2, 2021	February 10, 2021
April 6, 2021	March 17, 2021
May 4, 2021	April 14, 2021
June 1, 2021	May 12, 2021
July 6, 2021	June 16, 2021
August 3, 2021	July 14, 2021
September 7, 2021	August 18, 2021
October 5, 2021	September 15, 2021
November 2, 2021	October 13, 2021
December 7, 2021	November 17, 2021
January 4, 2022	December 15, 2021

TENTATIVE Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 12, 2021	December 23, 2020
February 9, 2021	January 20, 2021
March 9, 2021	February 17, 2021
April 13, 2021	March 24, 2021
May 11, 2021	April 21, 2021
June 8, 2021	May 19, 2021
July 13, 2021	June 23, 2021
August 10, 2021	July 21, 2021
September 14, 2021	August 25, 2021
October 12, 2021	September 22, 2021
November 9, 2021	October 20, 2021
December 14, 2021	November 24, 2021
January 11, 2022	December 22, 2021

*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