

SYMMES TOWNSHIP

BOARD OF ZONING APPEALS

Brian Elliff
Zoning Administrator

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Secretary

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INSTRUCTION TO APPELLANT FOR FILING A CONDITIONAL USE APPLICATION

Applications for a conditional use shall be **filed in person**. **Applications should be filed at 138 E. Court Street, Room 801, Cincinnati, Ohio 45212.** A legal notice will be prepared by the Board of Zoning Appeals and placed in a newspaper of general circulation in the county two weeks prior to the public hearing. *The applicant will receive the bill for said legal notice.* The Board will also prepare, for the applicant, a typewritten list of names and complete addresses of the property owners of all lots and lands located within 200' of the property requesting the appeal. Said list will be prepared from the County Auditor's current tax list. *The office of the Board will execute all forms, including individual and legal notices, necessary for the processing of an application.*

Hearings are held by the Board of Zoning Appeals at the Symmes Township Administration Building, located at 9323 Union Cemetery Road, Cincinnati, Ohio 45140.

All complete applications shall include the following information. *Please submit this checklist with your application.*

1. THE LETTER - Please provide 1 copy.

An explicit typewritten statement addressed to the Board of Zoning Appeals, setting forth the following:

- _____ The location and size of the property
- _____ A clear and accurate description of the proposed construction or use of the property
- _____ State clearly the reasons why the conditional use is compatible with and will have no adverse impact on the land uses permitted in the district in which it is located
- _____ State clearly the extent of additional protection from adverse impacts afforded to the adjacent property owners including protection from aesthetic, lighting, traffic, noise, and other issues

2. THE SITE PLAN - Provide six (6) full size drawings + two (2) reduced drawings, 11" x 17" or smaller.

The site plan shall be drawn to scale of not less than 1 inch equals 50' and shall contain the following information.

- _____ Surveyor's Seal (*Required for all new dwellings, residential additions over 600 sq. ft., residential additions less than 10' from a property line and all commercial projects.*)
- _____ Name of person(s) preparing the plan
- _____ Title, name of owner & name of builder
- _____ North Arrow (North to top of plan)
- _____ Property lines, property dimensions, street name(s), right-of-ways, site size
- _____ Existing and proposed buildings & structures including playgrounds, athletic fields, courts, putting greens, including the use of each structure

- _____ Distance from structures to property lines
- _____ Paving, parking areas, driveways, walks etc.
- _____ Parking space, aisle & drive dimensions & parking analysis
- _____ Identify land uses on parcels adjoining the proposed site and within the surrounding neighborhood
- _____ Streetscape & boundary buffer yards & interior landscape areas
- _____ Existing & proposed grades and flood plains
- _____ Easements & purpose of easements

Note: Modification or changes to the plats and or plans approved by the Board are subject to review by the Board and a new case could be required by the Board or the Board's Administrator.

3. THE LANDSCAPE & LIGHTING PLAN

Provide six (6) full size drawings + two (2) reduced drawings, 11" x 17" or smaller.

The landscape plan shall be drawn to scale of not less than 1 inch equals 50' and shall contain the following information. A landscape plan is not required for single family dwellings and similar uses not subject to buffering and landscape standards but when required for other uses shall contain the following information.

- _____ Landscape Architects Seal
- _____ Streetscape buffer yard width & location
- _____ Boundary buffer yard(s) width & location
- _____ Interior landscape areas width & location
- _____ Detailed schedule of planting materials including type, caliper and location within each yard or area
- _____ Location of any exterior light fixtures or poles

4. THE STRUCTURAL DRAWING – Provide two (2) reduced sets of elevation drawings w/architectural treatments.

5. THE APPLICATIONS – Complete one (1) copy each of the attached BZA application forms.

6. THE FEE \$ _____ + Legal Advertisement

An application fee is required when the appeal is filed and is based on the acreage of the site. Contact Hamilton County Planning and Development Zoning Division at 946-4550 for additional information. (All fees are nonrefundable and must be made payable to Symmes Township.)

Checklist Name _____
 Prepared by: Address _____
 Phone _____ E-Mail _____
 Date _____