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OFFICE OF  
BOARD OF ZONING APPEALS

INSTRUCTION TO APPELLANT FOR FILING A CONDITIONAL USE APPLICATION

Applications for a conditional use *shall be filed in person*. Applications are filed at 138 East 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 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 feet of the property requesting the appeal. Said list will be prepared from the County Auditor's current tax list. All forms, including individual and legal notices, necessary for the processing of an application will be executed by the office of the Board. Public Hearings are held by the Board of Zoning Appeals on the first Monday of the month at the Symmes Township Administration building located 9323 Union Cemetery Road, Symmes Township, OH 45140.

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

1. LETTER - Please provide one copy of an explicit typewritten statement addressed to the Board of Zoning Appeals, setting forth the following:
  - The location & 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. SITE PLAN - Please provide six full size drawings and two reduced drawings (11 x 17 inches or smaller). The site plan shall be drawn to scale of not less than one inch equals 50 feet 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 feet 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 and 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 and parking analysis;
- Identify land uses on parcels adjoining the proposed site and within the surrounding neighborhood;
- Streetscape & boundary buffer yards and interior landscape areas;
- Existing & proposed grades and flood plains;
- Easements & purpose of easements;

Note: Modifications 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. LANDSCAPE & LIGHTING PLAN - Please provide six full size drawings and two reduced drawings (11 x 17 inches or smaller) drawn to scale of not less than 1 inch equals 50 feet. 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 architect's 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 & location within each yard or area;
- Location of any exterior light fixtures or poles.

4. STRUCTURAL DRAWING (Please provide two reduced sets of elevation drawings with architectural treatments)

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

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

Checklist prepared by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_