

## **VILLAGE OF NORTH BEND, OHIO**

21 Taylor Avenue  
North Bend, Ohio 45052  
PHONE: 513-946-0610

### **INSTRUCTIONS FOR FILING AN APPEAL OR VARIANCE REQUEST**

#### **A. APPLICATIONS FOR AN APPEAL OR VARIANCE:**

1. Provide the street address of the property.
2. Provide the Auditor's Book, Page & Parcel information for the parcel(s).
3. Provide the zone classification of the property.
4. Describe the proposed variance request.
5. The application must be signed by the owner.
6. A fee (as outlined below) payable to the Village of North Bend must accompany the application.

#### **B. GRAPHIC SUBMITTAL REQUIREMENTS:**

1. A survey prepared by a registered land surveyor must be submitted.
2. A site plan prepared by a certified architect, registered civil engineer or surveyor must be submitted. Indicate on the site plan all existing and proposed improvements (structures, parking lots, driveways, signs, etc.). The site plan must include all information listed on the GRAPHIC SUBMITTAL REQUIREMENT (See attached). Indicate the proposed appeal or variance and any other useful information concerning the property and proposed development. File with the application five (5) copies of the survey and the site plan. For printing purposes, the submission shall include one (1) copy of each drawing at a size no smaller than 8 ½" x 11" or larger than 11" x 17"
3. If the site plan has been amended by the Board of Zoning Appeals (BZA), two (2) copies of the approved site plan shall be submitted to the BZA within thirty (30) days of the approval.

#### **C. BUILDING PERMIT REQUIRED**

After the appeal or variance has been approved by the BZA, a zoning and/or building permit shall be required for any improvements to the site. All requirements for obtaining a building permit shall be met.

#### **D. PROCESSING FEE**

A processing fee of \$\_\_\_\_\_ dollars + 5% technology fee as outlined on the attached fee schedule must be paid to the "Hamilton County Treasurer" at the time of filing the application. This fee is Non-Refundable.

Appeal/Variance # \_\_\_\_\_

**VILLAGE OF NORTH BEND, OHIO  
APPLICATION FOR AN APPEAL OR VARIANCE**

Name of Owner(s) or Agent:

\_\_\_\_\_  
\_\_\_\_\_

Address of Property:

\_\_\_\_\_

Auditor's Book, Page & Parcel Number(s):

\_\_\_\_\_  
\_\_\_\_\_

Zoning Classification:

\_\_\_\_\_

Appeal or Variance Request including Chapter(s) and Section(s) of the Zoning Code violated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of improvement for which application is being made: \_\_\_\_\_

\_\_\_\_\_  
Owner or Agent Mailing Address

Signed:

\_\_\_\_\_  
Owner or Agent Phone Number

\_\_\_\_\_  
Owner

Or

\_\_\_\_\_  
Agent

For Office Purposes Only:

Application Received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_

**AUTHORIZATION OF AGENT**

If an agent (i.e., contractor) is acting on behalf of the owner(s), all owners must sign in the space provided. This form is necessary only when the person representing this request does not own all the property.

We the undersigned, being owners of real property, are requesting an appeal or variance by application do hereby authorize \_\_\_\_\_ (Print Name of Agent) to act as our agent in the matter.

(Type or clearly print)

NAMES OF ALL OWNERS	SIGNATURE OF ALL OWNERS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Note: This form necessary only when the person representing this request does not own all the property.

## GRAPHIC SUBMITTAL REQUIREMENTS

All appeals or variance requests shall be accompanied by five (5) copies of a survey of the property and a proposed site plan. The survey must be prepared by a registered land surveyor and the site plan must be prepared by a certified architect, registered civil engineer or surveyor.

File with the application five (5) copies of the survey and the site plan. For printing purposes, the submission shall include one (1) copy of each drawing at a size no smaller than 8 ½" x 11" or larger than 11" x 17".

An application for an Appeal or Variance shall contain the following information:

1. Name, address and telephone number of the applicant.
2. A brief narrative description of the existing use of the property.
3. Statement of location of the property (subdivision, township, range, section number, lot number).
4. A statement indicating the zoning of the property.
5. A brief narrative description of the proposed appeal or variance being requested, citing the section of the Zoning Code from which the appeal or variance is being requested.
6. A plan, drawn at an appropriate scale, showing the following:
  - a. Location of the property, indicating all existing and proposed structures and lot lines.
  - b. Locations of the nearest public rights-of-way, and location of all access points to the site, existing or proposed.
  - c. Locations of any easements existing or proposed.
  - d. Locations of any existing or proposed parking areas and driveways, showing intent to comply with all parking requirements specified by these regulations.
  - e. Such other information as may be required by the Board of Zoning Appeals.