



**1791 Harshman Road
Riverside, OH 45424
Phone: 937-233-1801
Fax: 937-237-5965**

Instructions for making a Conditional Use application to the Board of Zoning Appeals

I. This BZA application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.

II. The filing fee for a BZA application shall be as follows:

A. \$100 for Conditional Use

Each application shall be accompanied by the appropriate fee.

III. Attach the following information to the form:

A. Three (3) copies of the site plan drawn to appropriate scale, showing the following:

1. The boundaries and dimensions of the lot.
2. The size and location of existing and proposed structures.
3. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces and landscaping.
4. The relationship of the requested application to the standards set by the existing zoning ordinance/district.
5. The use of land and locations of structures on adjacent property.

B. Any additional information not submitted with the original zoning application which applicant(s) feel would be helpful to the Board in making their decision.

Completed applications should be submitted at least fifteen (15) days prior to the scheduled public hearing. Your application will be assigned a case number.

The Board gives at least 10 days written notice thereof to the owners within three hundred (300) feet of the property in question as listed on the most recent Montgomery County Tax Duplicate. In addition, public notice of such hearing as to the time, place, and date and subject of the hearing, shall be published in a newspaper of general circulation within the city at least ten days prior to the date of the hearing. Any party with an interest may appear and be heard at the hearing in person, by agent, or by attorney.



Board of Zoning Appeals Application Conditional Use

Official Use Only	
BZA Case No.	
Date Filed	

APPEALS APPLICATION- CONDITIONAL USE

I. **TYPE OF DEVELOPMENT:** _____ Residential _____ Commercial _____ Industrial
 _____ Institutional _____ Other (Specify) _____

Name of Applicant: _____

Address: _____

Telephone Number Street _____ City _____ State _____ Zip _____
Home _____ Business _____ Fax _____

Name of Owner: _____

If different than above

Address: _____

Telephone Number Street _____ City _____ State _____ Zip _____
Home _____ Business _____ Fax _____

Name of Agent for applicant/property owner: _____

Address: _____

Telephone Number Street _____ City _____ State _____ Zip _____
Home _____ Business _____ Fax _____

Is the property owner aware of this request? _____

II. ACTION(S) REQUESTED:

- A. Conditional Use (Specify types of use) _____
 () Modification of an existing Conditional Use
 () Request for a new Conditional Use

III. PROPERTY DESCRIPTION

Address of property: _____

Legal Description _____

Parcel Identity No(s): _____

Size in Acres: _____ Current Zoning: _____

Property is situated along the _____ side of _____

approximately _____ feet _____ of the intersection of _____
(direction) Street (streets)

IV. ANSWER THOSE QUESTIONS WHICH APPLY TO THE ACTION(S) BEING REQUESTED. QUESTIONS MAY BE ANSWERED ON THIS FORM OR BY REFERENCING ATTACHMENTS.

A. Existing use of the Property: _____

B. Land use of Adjacent Properties:

North _____

South _____

East _____

West _____

C. For Requests for a Conditional Use:

The grounds for a conditional use permit are established by Codified Ordinance 1135.06. Please specify the following:

1. Proposed use of property: _____

2. Is the proposed conditional use located in a district wherein such use is permitted? () Yes () No

3. State the necessity or desirability of the proposed use to the neighborhood or community.

4. State the compatibility of the proposed use to adjacent property and land use.

5. Is the development consistent with the comprehensive plan for the City?

6. Is there a beneficial relationship between the proposed development and the neighborhood?

7. How many off-street parking places are provided? _____

8. Are there adequate services and utilities available at the site?

V. REQUIRED ATTACHMENTS AND FILING FEE MUST ACCOMPANY THE FILING OF THIS APPLICATION.

RETURN BY 5:00 PM ON: _____

Public hearing on: _____20,_____, at____PM, will be held in the Council Chambers of the Municipal Building, 1791 Harshman Road.

I understand that attendance of the applicant, agent, or attorney of the applicant is mandatory. Further, I certify that the information and statements contained in this application and its supplements are true and correct.

Signature of Applicant

Date