



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

**Instructions for making a Administrative application to the Board of Zoning Appeals  
Pursuant to Codified Ordinance 1135.04**

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 Administrative

**Each application shall be accompanied by the appropriate fee.**

III. The Board shall hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Inspector in the enforcement of this Zoning Ordinance.

A. Authorization. An appeal from a decision of the Zoning Inspector with respect to the interpretation or application of this Zoning Ordinance, may be taken to the Board of Zoning Appeals by any person aggrieved, or his agent, or by any officer of the City, affected by such decision of the Zoning Inspector.

B. Notice of Appeal. Appeals to the Board shall be filed within twenty (20) days after the decision of the Zoning Inspector by filing a written notice of appeal with the Board. The notice of appeal shall specify the grounds for such appeal. Upon receipt of a notice of appeal, the Zoning Inspector shall transmit to the Board all of the papers constituting the record upon which the decision being appealed was based.

C. Stay on Proceedings. An appeal stays all proceedings in furtherance of the action appealed from, unless the Zoning Inspector from whom the appeal is taken certifies to the Board after the notice of appeal is filed with him/her, that by reason of facts stated in the application, a stay would in his/her opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Board or by a court of record on application, on notice to the Zoning Inspector from whom the appeal is taken on due cause shown.

The Board gives at least 10 days written notice thereof to the owners of property within and contiguous to and directly across the street from the applicant's property and to property 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  
Administrative**

Official Use Only	
BZA Case No.	
Date Filed	

**APPEALS APPLICATION- Administrative**

**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. Permit Number on original application:** \_\_\_\_\_

**III. PROPERTY DESCRIPTION**

Address of property: \_\_\_\_\_

Legal Description \_\_\_\_\_

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

Parcel Identity No(s): \_\_\_\_\_

Size in Acres: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Property is situated along the \_\_\_\_\_ side of \_\_\_\_\_ Street  
approximately \_\_\_\_\_ feet \_\_\_\_\_ of the intersection of \_\_\_\_\_  
(direction) (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 \_\_\_\_\_

**V. REASON FOR REQUEST OF APPEAL** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. 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