

## 2016 ZONING BOARD OF APPEALS APPLICATION

(see page 2 for due dates and application submittal instructions)

**Application Fee - \$170**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**\*\* Address of property where variance is being requested:**

Please explain below why an appeal is being requested. Include as much detail as necessary about the request. Additional sheets may be added if necessary.

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

**By signing this application, I attest under penalty of law that all the information given, including the names and addresses of surrounding property owners submitted with this application, is correct to the best of my knowledge.**

Print Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**STATE OF OHIO**  
**COUNTY OF \_\_\_\_\_ : SS**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2014, \_\_\_\_\_ personally came before me, and acknowledged that the signing and execution of this instrument is their own free and voluntary act and deed.

\_\_\_\_\_  
 Notary Public  
 My Commission Expires: \_\_\_\_\_

**TO BE COMPLETED BY THE CITY OF MASON**

Application Number \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
 Legal Notices Advertised: \_\_\_\_\_ Mailed to Surrounding Property Owners: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_

## 2016 MEETING DATES AND APPLICATION DEADLINES

Meeting Date:	Application Deadline:
<b>January 26, 2016</b>	<b>December 28, 2015</b>
February 23, 2016	January 22, 2016
March 29, 2016	February 26, 2016
April 26, 2016	March 25, 2016
May 31, 2016	April 29, 2016
June 28, 2016	May 27, 2016
July 26, 2016	June 24, 2016
August 30, 2016	July 29, 2016
September 27, 2016	August 26, 2016
October 25, 2016	September 30, 2016
November 29, 2016	October 28, 2016
December 2016 <b>TBD</b>	November 28, 2016
<b>January 31, 2017</b>	<b>December 30, 2016</b>

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### APPLICATION SUBMITTAL INSTRUCTIONS

1. Submit two (2) complete sets of drawings (maximum size of 11" x 17") and any additional information necessary explaining the variance request along with the completed application and filing fee.
2. Submit a list of the names and addresses of all owners of real property within **300 feet** from *all* property lines of the property for which the variance is being sought, as such names appear on the County Auditor's current tax list or the treasurer's mailing list. **Include 1 copy of this list on mailing labels.**

These labels will be used for mailing meeting notifications to the applicant and the surrounding property owners. *All* mailing labels must be received in time to send notifications so as to prevent postponement of the variance request to the next available meeting date.

3. The City will schedule the application on the next available meeting agenda. The applicant as well as property owners within the required 300-foot notification area are sent a notification letter of the meeting date ***at least 10 calendar days before the meeting.***