

**ENGINEERING & BUILDING**

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Mason, OH 45040

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# 2013 ZONING BOARD OF APPEALS APPLICATION

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

**Application Fee - \$158**

**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 \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally came before me, and acknowledges 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: \_\_\_\_\_ Date of Zoning Board of Appeals Meeting: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Administrative Approval:  Yes  No

## 2013 MEETING DATES AND APPLICATION DEADLINES

Meeting Date:	Application Deadline:
January 29, 2013	January 2, 2013
February 26, 2013	January 30, 2013
March 26, 2013	February 27, 2013
April 30, 2013	April 3, 2013
May 28, 2013	May 1, 2013
June 25, 2013	May 29, 2013
July 30, 2013	July 1, 2013
August 27, 2013	July 31, 2013
September 24, 2013	August 28, 2013
October 29, 2013	October 2, 2013
November 26, 2013	October 30, 2013
December 31, 2013	December 4, 2013
January 28, 2014	January 1, 2014

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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.***