

2020 ZONING BOARD OF APPEALS APPLICATION

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

Application Fee - \$180

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 _____, 2020, _____ 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: _____

2020 MEETING DATES AND APPLICATION DEADLINES

Meeting Date:	Application Deadline:
January 28, 2020	December 27, 2019
February 26, 2020	January 24, 2020
March 31, 2020	February 21, 2020
April 28, 2020	March 27, 2020
May 26, 2020	April 24, 2020
June 30, 2020	May 22, 2020
July 28, 2020	June 26, 2020
August 25, 2020	July 24, 2020
September 29, 2020	August 28, 2020
October 27, 2020	September 25, 2020
November 24, 2020	October 23, 2020
December 2020 TBD	November 27, 2020
January 26, 2021	December 23, 2020

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.***