



# Board of Zoning Appeals Application Request for Conditional Use

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

697 Neeb Road, Cincinnati, Ohio 45233  
Phone: (513) 922-2705 Email: [zoning@delhi.oh.us](mailto:zoning@delhi.oh.us)

**\*\*\* PLEASE READ BEFORE COMPLETING THE APPLICATION \*\*\***

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than **4:00 p.m.** on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by Township staff for completeness. Submittals found to be incomplete will be rejected and the application **will not** be placed on the Board agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- Any construction and/or occupancy of the site for which the variance is being requested for shall not commence until approval is granted by the Board of Zoning Appeals and all appropriate permits are obtained by the Township and the County Building Department.
- **Application fees are non-refundable.**

**Project Site Information** *(Please print clearly)*

Project Street Address: \_\_\_\_\_ Property Zoning District: \_\_\_\_\_

Company / Business Name: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

Description of the nature of the request: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Address (Street): \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

**Applicant Information** *(Please print clearly)*

Applicant: \_\_\_\_\_  Owner  Agent  Tenant  Other

Company: \_\_\_\_\_

Applicants Address (Street): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please contact the Department of Community Development prior to making your application submittal. Staff is available to assist you in reviewing all application material requirements to ensure that your application is complete.

Applicant Check	APPLICATION CHECK LIST	Staff Check Yes/No
<b>REQUIRED FOR ALL SUBMITTALS:</b>		
	One (1) original signed application.	
	One (1) copy of the Site Plan drawn to a suitable scale and at 11 x 17 inches or eight (8) copies on 24 x 36 inches in size (unless staff grants an alternative size).	
	One (1) copy of a written statement answering the findings of fact questions found below.	
	<p>Conditional Use: (<i>Written Statement Questions / <b>All questions must be answered</b></i>)</p> <ol style="list-style-type: none"> <li>a. The comparative size, floor area, and mass of the proposed structure(s) in relationship to adjacent structures and building in the surrounding properties and neighborhood; and</li> <li>b. The frequency and duration of various indoor and outdoor activities and special events and the impact of these activities on the surrounding area; and</li> <li>c. The number of transit movements generated by the proposed use and relations to the amount of traffic on abutting streets and on minor streets in the surrounding neighborhood; and</li> <li>d. The capacity of adjacent streets to handle increased traffic in terms of traffic volume; and</li> <li>e. The added noise level created by activities associated with the proposed use and the impact of ambient noise level on surrounding area and neighborhood;</li> <li>f. The requirements for public services where the demands of the proposed use are in excess of the individual demand of adjacent land uses in terms of police and fire protection, and the presence of any potential or real fire or other hazard created by the proposed use; and</li> <li>g. The general appearance of the neighborhood will not be adversely affected by the location of the proposed use on the parcel; and</li> <li>h. The impact of night lighting in terms of intensity and duration and frequency of use as it impacts adjacent properties and in terms of presence in the neighborhood; and</li> <li>i. The impact of landscaping of the proposed use in terms of maintained landscaped areas to remain in a natural state, and the openness of landscape versus the use of butters and screens; and</li> <li>j. The impact of significant amount of hard-surfaced areas for building(s), sidewalks, drives, parking areas, and service areas in terms of noise transfer, water runoff and heat generation; and</li> <li>k. The potential for the proposed use to remain in existence for a reasonable period of time and not become vacant or unused. Consideration should also be given to unusual single purpose structures or components of a more temporary nature; and</li> <li>l. Any other physical or operational feature of characteristic that may affect the public health, safety, and welfare.</li> </ol>	
<b>CONTINUED ON PAGE 3</b>		

<b>SITE PLAN DRAWING: (Shall include the following information that is applicable to your project)</b>			
	The location of all adjoining properties; and		
	The lot size of the subject property; and		
	The location and setbacks of all existing and proposed structures; and		
	The location and setbacks of all existing and proposed off-street parking and loading areas; and		
	Location of all existing and proposed open spaces; and		
	The location of all existing and proposed landscape areas; and		
	The location of all existing and proposed refuse and services areas; and		
	The location of all existing and proposed utility lines; and		
	The location and size of all existing and proposed signage.		

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

---



---

**FOR OFFICE USE ONLY**

**Received Stamp:**

**Application Fee:** \$300

**Total Fees Due:** \_\_\_\_\_  
**(Fees are non-refundable)**

**The application has been reviewed and is found to be complete:**

\_\_\_\_\_  
Township Staff:

\_\_\_\_\_  
Date:



## Board of Zoning Appeals 2023 - Meeting Dates/Application Deadlines

### REGULAR Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 3, 2023	December 14, 2022
February 7, 2023	January 18, 2023
March 7, 2023	February 15, 2023
April 4, 2023	March 15, 2023
May 2, 2023	April 12, 2023
June 6, 2023	May 17, 2023
July 4, 2023	No Meeting
August 1, 2023	July 12, 2023
September 5, 2023	August 16, 2023
October 3, 2023	September 13, 2023
November 7, 2023	No Meeting
December 5, 2023	November 15, 2023
January 2, 2024	December 13, 2023

### TENTATIVE Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 10, 2023	December 21, 2022
February 14, 2023	January 25, 2023
March 14, 2023	February 22, 2023
April 11, 2023	March 22, 2023
May 9, 2023	April 19, 2023
June 13, 2023	May 24, 2023
July 11, 2023	June 21, 2023
August 8, 2023	July 19, 2023
September 12, 2023	August 23, 2023
October 10, 2023	September 20, 2023
November 14, 2023	October 25, 2023
December 12, 2023	November 22, 2023
January 9, 2024	December 20, 2023

*Please contact Community Development staff prior to submitting your application on the **TENTATIVE** meeting schedule as staff needs to verify the availability of the Board members.*

*If Board members are unavailable, your case will be moved to the next regularly scheduled meeting.*