



## BOARD OF ZONING APPEALS

### Procedure for Submitting Applications

1. Fill out the application form in its entirety and sign.
2. By the 15<sup>th</sup> of the month preceding the BZA meeting, submit the completed application and the following:
  - Site plan drawn to scale showing location of existing buildings and structures, new building additions or structures, and all pertinent dimensions.
  - Building or structure drawings, drawn to scale.
  - If the drawings are larger than 11” x 17,” then we will need a PDF of your drawings.
  - Any of the above items may be submitted as a PDF including the application.

**NOTE:** The City will notify property owners within 200 feet of the property that is requesting a variance, appeal, waiver, or other type of request.

3. A check payable to the “**CITY OF FAIRFIELD**”, cash or charge payment in the amount of twenty-five dollars (\$25.00) to cover the cost of publishing and mailing the notices of the hearing.
4. Meetings are held the first Wednesday of every month at 6:00 pm in City Council Chambers, Fairfield Municipal Building, 5350 Pleasant Avenue.
5. The decision of the Board shall not become effective until the expiration of five (5) days from the date of the decision unless otherwise specified by the Board.
6. No variance shall be authorized by the Board unless the Board finds beyond a reasonable doubt that all of the following facts and conditions exist:
  - That there are exceptional or extraordinary circumstances applying to the property in question or to the intended use of the property that do not generally apply to other properties or classes of uses in the same zoning district.
  - That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and in the same vicinity
  - That the authorizing of such variance shall not be of substantial detriment to adjacent property and shall not materially impair the purposes of the Zoning Ordinance or the public interest.

**Please contact our office if you have any questions regarding this process, 513-867-5318.**



BOARD OF ZONING APPEALS APPLICATION
(Please Print or Type)

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

Site Address: \_\_\_\_\_

Owner's Name \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

(\_\_\_\_) Telephone Number \_\_\_\_\_

(\_\_\_\_) Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

- CHECK ONE: [ ] AREA/SIZE Variance [ ] USE Variance (must fill out the Use Variance Attachment)
[ ] APPEAL [ ] WAIVER [ ] OTHER

I/We request a \_\_\_\_\_ to the City of Fairfield Building or Zoning Code, Chapter and Section No. \_\_\_\_\_.

The reason for the request: \_\_\_\_\_

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

Applicant's Signature \_\_\_\_\_

Print Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

NOTE: IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, ATTACH AN AFFIDAVIT FROM THE PROPERTY OWNER GIVING THE APPLICANT PERMISSION TO ACT ON THE OWNER'S BEHALF.

OFFICE USE ONLY

CASE # \_\_\_\_\_

[ ] PAID \$25 APPLICATION FEE DATE RECEIVED: \_\_\_\_\_