



1. SUBJECT PROPERTY
ADDRESS _____
AUDITOR'S PARCEL ID(S) _____
BASE ZONING CLASSIFICATION _____
ZONING OVERLAY (if applicable) _____

2. APPLICANT
NAME _____ CONTACT PERSON (if legal entity) _____
ADDRESS _____
EMAIL _____
TELEPHONE _____ RELATIONSHIP TO OWNER _____

3. OWNER
NAME _____ CONTACT PERSON (if legal entity) _____
ADDRESS _____
EMAIL _____
TELEPHONE _____

4. NATURE OF RELIEF REQUESTED (select all that apply)
 Variance Use Variance Special Exception Conditional Use
 Expansion or Substitution of Nonconforming Use Hillside Overlay District Permission
 Urban Design Overlay District Permission DD District Phased Development Approval

5. BRIEF DESCRIPTION OF RELIEF REQUESTED (You may attach a statement to this application if the space provided is insufficient)

6. SUMMARY OF REASONS WHY RELIEF SHOULD BE GRANTED. You must provide a written statement explaining how your project meets the standards for all relief requested. Separate instruction forms for preparing this statement are provided. If you fail to follow the instructions for requesting a variance, use variance, special exception, conditional use, certificate of appropriateness, expansion or substitution of nonconforming use, hillside overlay district permission, urban design overlay district permission and/or DD district phased development approval, your application may be denied.

7. ADDITIONAL DOCUMENTATION SUBMISSION REQUIREMENTS

Submit three copies of the following documentation. If you fail to complete the application and provide all information requested, your application may be denied.

<input type="checkbox"/>	The written statement required in Section 6 above.
<input type="checkbox"/>	Survey plats, site plans or other accurate drawings showing boundaries, dimensions, area, topography and frontage of the property involved, as well as the location and dimensions of all structures existing and proposed from the nearest property lines. When landscaping is required by the zoning code, a landscaping plan must also be provided.
<input type="checkbox"/>	Plans, architectural drawings, photographs, elevations, specifications and other detailed information depicting fully the exterior appearance of the existing and proposed construction, including parking and access, exterior lighting, landscaping and signs involved in the application.
<input type="checkbox"/>	If the Hamilton County Auditor's official records do not list the applicant or owner as the owner of the property, a lease, contract to purchase, or other agreement demonstrating the applicant or owner's legal basis to seek the relief requested.
<input type="checkbox"/>	All other documents or information you intend to introduce at the hearing on this application.
<input type="checkbox"/>	A list of witnesses and expert witnesses who you expect to testify at the hearing on this application.
<input type="checkbox"/>	A non-refundable application fee. The fee must be paid with a check made payable to "City of Cincinnati." Fees are as follows: \$500-use variances; \$300-all other relief.

TO HELP AVOID DELAYS, IT IS STRONGLY SUGGESTED THAT YOU PRESENT YOUR APPLICATION TO NEIGHBORING PROPERTY OWNERS AND ANY INTERESTED NEIGHBORHOOD COMMUNITY GROUPS PRIOR TO THE HEARING ON YOUR APPLICATION. THIS WILL GIVE YOU A PRIOR OPPORTUNITY TO ADDRESS YOUR NEIGHBORS' CONCERNS OR OBJECTIONS AND CAN FACILITATE THE APPROVAL OF YOUR APPLICATION.

REMEMBER-YOU MUST PAY THE REQUIRED FEE AT THE TIME YOU SUBMIT YOUR APPLICATION. (\$500-USE VARIANCES; \$300-ALL OTHER RELIEF)