



**GUIDE FOR BOARD OF ZONING APPEALS APPLICATION
FOR MONROE TOWNSHIP**

APPLICANT MUST:

- Submit Completed Application
- Submit current survey with building(s) location
- Furnish Names and Addresses of all adjoining property owners (obtain from Clermont County Auditor's web-site make sure to have the correct mailing address. Need mailing address for Tax Bill)
- Submit 9 copies of application, survey, and any necessary information
- Check or Money Order payable to Monroe Township for \$400.00

TOWNSHIP WILL:

- Call Chair of Board to set a hearing date
- Place written notice in local newspaper and web-site
- Notify all Board of Zoning Appeals members of hearing date
- Notify applicant and adjoining property owners of hearing date

BOARD WILL:

- Make decision at hearing or make a continuing date, only if absolutely necessary.
- Decision on request to be made within 30 days.
- Decision becomes final 5 days after decision is made.

If you have any questions, please contact the Monroe Township Zoning Inspector at 513-987-7275.