

GUIDE FOR MAKING
ZONE CHANGE APPLICATION FOR
MONROE TOWNSHIP

APPLICANT MUST:

- Submit completed application (will need 15 copies of all paperwork submitted)
- Furnish names and addresses of all adjoining property owners
- Furnish site plan of property (can obtain from Clermont County Auditor's site)
- Filing fee of \$400.00 (payable to Monroe Township)

ZONING INSPECTOR WILL:

- Contact Chair of Zoning Commission to set a meeting date and notify members of date.
- Notify Applicant and adjoining property owners of meeting date.
- Notify local newspaper of meeting date and all public hearing dates for Monroe Township.
- Notify Clermont County Planning Commission to be put on their calendar (must go before County Planning for approval/denial of requested zone change).
- After Clermont County Planning meeting, Zoning Inspector will ask the Chair for a date for a public hearing within 30 days after the County meeting.
- Zoning Inspector will notify members of Zoning Commission, applicant and all adjoining property owners of public hearing date.
- Zoning Commission members will vote to approve/deny request for zone change. If approved, the request then goes to the Monroe Township Board of Trustees.
- Monroe Township Board of Trustees will hear the request as a public hearing, usually prior to a regular scheduled meeting.
- If request is approved by the Monroe Township Board of Trustees the ruling will be effective 30 days after the Trustees public hearing.