



PROCESS FOR ZONING APPEAL-VARIANCE-  
CHANGE APPLICATION  
BY EITHER THE ZONING COMMISSION OR THE  
BOARD OF ZONING APPEALS

**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 website 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:**

- Contact Chair of appropriate Committee/Board to set a hearing date and notify members of date/time.
- Notify Applicant and adjoining property owners of the hearing date/time.
- Place written notice in local newspaper and on Township website
- Notify Clermont County Planning Commission to be put on their calendar (must go before County Planning Commission for REVIEW and RECOMMENDATION)
- After Clermont County Planning meeting, the Zoning Inspector will set a date/time for a public hearing within 30 days after the County meeting and make notification of such at least ten days prior to hearing.
- Zoning Inspector notifies members of the appropriate Commission/Board, applicant, and all adjoining property owners of the public hearing date.
- Conduct PUBLIC HEARING. Commission/Board members will vote to make a recommendation to approve/deny request based on the County Commission's recommendation and the applicant's presentation. If approved, the recommendation then goes to the Monroe Township Board of Trustees.
- Monroe Township Board of Trustees will hear the request at a public hearing, usually prior to a regular scheduled meeting.
- If the request is approved by the Monroe Township Board of Trustees, the ruling will be effective 30 days after the Trustees public hearing.

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