



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

APPLICANT MUST:

- Submit completed application to the Zoning Inspector
- 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 the application, survey, and any necessary information.
- Submit a Check or Money Order payable to Monroe Township for \$400.00.

TOWNSHIP WILL:

- Review the completed application.
- Notify the Clermont County Planning Commission of the application so it will be put on their calendar (must go before the County Planning Commission for REVIEW AND RECOMMENDATION).
- After the Clermont County Planning Commission meeting, the Zoning Inspector will contact the Chair of the appropriate Township Commission/Board to set a **PUBLIC HEARING** date/time within 30 days of the County Planning Commission meeting and notify the appropriate Commission/Board members of such.
- Notify the Applicant and adjoining property owners of the hearing date/time at least ten (10) days prior to the hearing/meeting.
- Place written notice in a local newspaper and on the Township website of the meeting.
- Conduct a **PUBLIC HEARING**. Commission/Board members will vote to make a recommendation to approve/deny request based on the County Commission's 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.
- The Monroe Township Board of Trustees will hear the request at a **PUBLIC HEARING**, usually prior to a regular scheduled meeting and either approve or deny the request.
- 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.