

COMPLETENESS CHECKLIST FOR APPLICANTS (Some items may not be required for BZA Appeals)

- 1. Letter of Intent – Submit (10) typed copies addressed to the; Board of Zoning Appeal Members, containing the following information:**
 - a. A detailed description of the proposed
 - b. The size of the area involved (square feet of building and parcel)
 - c. The specific changes proposed in which a Variance, Appeal or Conditional Use is requested
 - d. Other information the applicant feels may be pertinent and would be helpful to the Board of Zoning Appeal Members

- 2. Zoning Plat, Proposed Features and Architectural Graphics – Submit (10) copies in 11x17 formats, and (1) electronic file containing the following information:**
 - a. Name of the applicant, present owners and person preparing documents
 - b. Vicinity map that identifies the subject site with references to surrounding area streets, and property owners within 200' of subject site property lines
 - c. General location and use of all proposed structures on the subject site including buildings, recreation facilities, fences, walls, sidewalks, curbs, etc.
 - d. Specify front, side and rear yard setbacks of structures (principal and accessory)
 - e. Address of subject site, date, scale, North arrow (with North at the top of the plan), map title, total number of sheets and sheet number
 - f. Metes and bounds legal description of the subject site(s)
 - g. All existing property lines, rights-of-way, recorded easements, and parcel numbers for each parcel within 200 feet of the subject site, and the last name of the owners
 - h. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be modified is a complete, proper, and legal description thereof.
 - i. Elevations (where appropriate)
 - j. Typical floor plan (where appropriate)
 - k. Construction details (where appropriate)

- 3. Appeal, Variance or Conditional Use Review Criteria**

The applicant(s) is/are to submit 10 copies of the items listed above (1 & 2), and each complete set is/are to be stapled together, and is/are to include the following:

- Application signed by the property owner(s) & Applicant(s), and**
- Letter of Intent, and**
- Drawings as noted in items 1 & 2 above, and**
- Appeal, Variance or Conditional Use Review Criteria, completed by the applicant**

Area Variance Review Criteria

The BZA shall have the power to authorize upon appeal in specific cases, filed as hereinbefore provided, such variances from the provisions or requirements of this resolution as will not be contrary to the public interest. Where an applicant seeks a variance, said applicant shall be required to supply evidence that demonstrates that the literal enforcement of this resolution will result in practical difficulty for an area/dimensional variance or unnecessary hardship for a use variance. The factors for an area/dimensional variance and use variance, as individually specified in this section, shall be considered and weighed by the BZA.

(1). Area/Dimensional Variance

(a) The following factors shall be considered and weighed by the BZA to determine practical difficulty:

(i) Whether special conditions and circumstances exist which are peculiar to the land or structure involved and which are not applicable generally to other lands or structures in the same zoning district; examples of such special conditions or circumstances are: exceptional irregularity, narrowness, shallowness or steepness of the lot, or adjacency to nonconforming and inharmonious uses, structures or conditions; Please explain in detail; _____

(ii) Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance; YES _____ NO _____

(iii) Whether the variance is substantial and is the minimum necessary to make possible the reasonable use of the land or structures; YES _____ NO _____

(iv) Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer substantial detriment as a result of the variance; YES _____ NO _____

(v) Whether the variance would adversely affect the delivery of governmental services such as water, sewer, trash pickup; YES _____ NO _____

(vi) Whether special conditions or circumstances exist as a result of actions of the owner; _____

(vii) Whether the property owner's predicament can feasibly be obviated through some method other than a variance; YES _____ NO _____

(viii) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting a variance; and/or; YES _____ NO _____

(ix) Whether the granting of the variance requested will confer on the applicant any special privilege that is denied by this regulation to other lands, structures, or buildings in the same district; YES _____
NO _____

(b) No single factor listed above may control, and not all factors may be applicable in each case. Each case shall be determined on its own facts.

**GOSHEN TOWNSHIP APPLICATION FOR:
BZA Consideration**

The Township is responsible for submitting your entire set of plans for comments and review to the following agencies as applicable. The comments made by each agency shall be forwarded to the Township prior to the scheduled hearing before the Board of Zoning Appeals.

<p style="text-align: center;">Ms. Amanda J. Beiting, P.E. Senior Engineer Clermont County Engineer's Office 2381 Clermont Center Dr. Batavia, Ohio 45103 513.732-8874 abeiting@clermontcountyohio.gov</p>	<p style="text-align: center;">Chief Edward Myers Fire Chief Goshen Township Fire & Ems 1849 State Route 28 Goshen, Ohio 45122 513.722-3500 steve.pegram@goshen-oh.gov</p>
<p style="text-align: center;">Mr. Jeremy Evans, P.E., P.S. Clermont County Engineer Clermont County Engineer's Office 2381 Clermont Center Dr. Batavia, Ohio 45103 513.732-8878 jpevans@clermontcountyohio.gov</p>	<p style="text-align: center;">Mr. Chad Meadows Superintendent Goshen Township 6759 Francis Fagin Way Goshen Ohio 45122 513.722-3400 chad.meadows@goshen-oh.gov</p>
<p style="text-align: center;">Mr. Robert Wildey, R.S. Director of Water & Waste Clermont County Public Health 2275 Bauer Road, Suite 300 Batavia, Ohio 45103 513.732-7606 rwildey@clermontcountyohio.gov</p>	<p style="text-align: center;">Mr. Dustin Williams ODOT District 8 Permit Technician/Inspector Ohio Department of Transportation 505 South State Route 741 Lebanon, Ohio 45036 (513) 933.6576 dustin.williams@dot.ohio.gov</p>
<p style="text-align: center;">Mr. John McManus District Administrator Clermont Soil & Water Conservation District 1000 Locust St., P.O. Box 549 Owensville, Ohio 45160 513.732-7075 jmcmamus@clermontcountyohio.gov</p>	<p style="text-align: center;">Mr. Scott Kirk General Manager Western Water Company 1775 State Route 28 Goshen, Ohio 45122 513.722-1682 skirk@western-h20.com</p>
<p style="text-align: center;">Mr. Heath Wilson, P.E. Engineer Clermont County Water Resources/W.M.S.C Clermont County Permit Central 2275 Bauer Road Batavia, Ohio 45103 513.732-7213 hwilson@clermontcountyohio.gov</p>	<p style="text-align: center;">Mr. Adam W. Buckley Regulatory Specialist, North Branch U.S. Army Corps of Engineers 502 8th Street Huntington, WV 25701 (304) 399-6968 (Direct) adam.w.buckley@usace.army.mil</p>