

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

**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>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>Chief Edward Myers Fire Chief Goshen Township Fire & Ems 1849 State Route 28 Goshen, Ohio 45122 513.722-3500 ed.myers@goshen-oh.gov</p>
<p>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>Mr. Chad Meadows Superintendent Goshen Township 6759 Francis Fagin Way Goshen Ohio 45122 513.722-3400 chad.meadows@goshen-oh.gov</p>
<p>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>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>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>Mr. Scott Kirk General Manager Western Water Company 1775 State Route 28 Goshen, Ohio 45122 513.722-1682 skirk@western-h2o.com</p>
<p>Greg Smorey – CFM Engineer – Floodplain Administrator Permit Central Building Inspection 2275 Bauer Rd. Batavia, Ohio 45103 513-732-7737 gsmorey@clermontcountyohio.gov</p>	<p>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>