

# Miami Township Greene County, Ohio

Zoning Office | 101 E. Herman Street | Yellow Springs, Ohio 45387 | 937-767-2460

## Application to the Board of Zoning Appeals

# Administrative Review

## Checklist

### 1. Application Fee: \$100

### 2. Refusal Notice / Zoning Order (if applicable)

### 3. Adjacent Property Owners List

A typewritten list containing the names, tax mailing addresses and parcel numbers of all parcels within three hundred (300) feet of the subject site must be submitted.

### 4. Site Plan (if applicable)

Submit a site plan showing existing property line boundaries and dimensions, show road frontage, driveways, parking, existing structures, proposed construction, least distance of structures from property lines (both existing and proposed). Label the existing and proposed use of entire lot and all structures. **See sample site plan, below.**

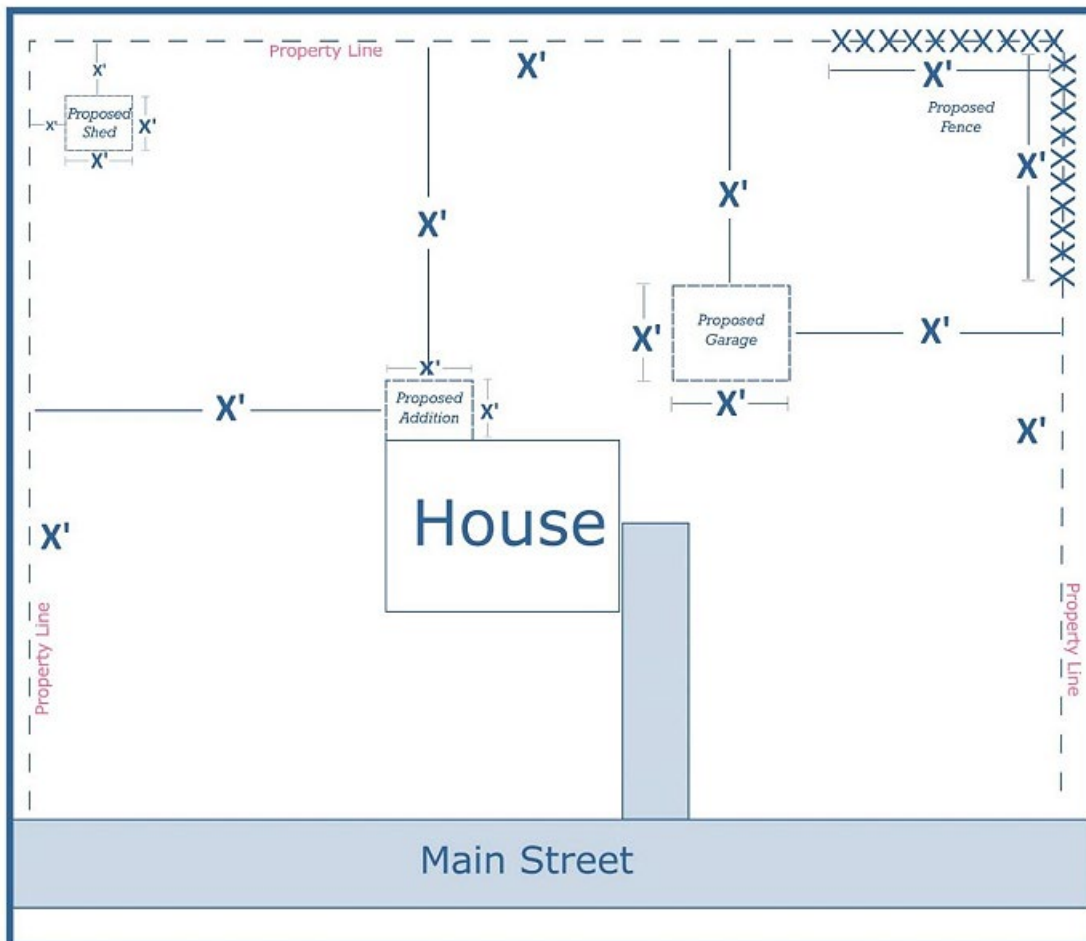
### 5. Application (page 2)

### 6. Applicant Statement (page 3)

**Please note that this application and all supporting documentation may be subject to disclosure under the public record laws of the State of Ohio.**

## Sample Site Plan

(This is only a sample. Please submit your site plan on an additional sheet).



### With your site plan, please include:

1. Property line boundaries and dimensions
2. Street names, road frontage length
3. Driveways, parking, ingress/egress as it may apply.
4. Existing structures and proposed structures (buildings, fences, sheds, etc)
5. Distance of structures from property line (existing and proposed)

# Administrative Appeal

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## Application

### For Miami Township Zoning Office Use Only

Case # \_\_\_\_\_ Date Received \_\_\_\_\_

Fee Receipt #: \_\_\_\_\_ Received By: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Property Address \_\_\_\_\_

Property Parcel Number(s) \_\_\_\_\_

### Interest In Property Check one:

Owner     Agent     Lessee     Optionee

### Owner(s)

(If different from applicant)

Name of Owner(s) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

# Administrative Appeal

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## Application Statement

**Please address these questions in an “applicant statement” on an additional sheet and submit it with your application.**

1. Cite the decision/interpretation of the Zoning Office or Township Administrator on which this appeal is made.
2. Cite the article and subsection of the Miami Township Zoning Resolution or describe the portion of the Zoning Map which you feel has been interpreted incorrectly by the Zoning Office.
3. Why do you feel the decision/interpretation of the Zoning Office or Township Administrator is in error?
4. How do you feel the article and subsections of the Miami Township Zoning Resolution or Zoning Map in question should be interpreted or applied?