



City of Mount Vernon, Ohio
Board of Zoning Appeals

Request for Hearing

Applicant's Information	
Owner's Name, Address and Phone	
Agent's Name, Address and Phone	
Email address:	

Site Information		
Site Address	Legal Description	
Parcel Number	Deed Volume and Page Number	Zoning District
Existing use of property	Proposed use of property	

Hearing Request
Type of Hearing Requested
<input type="checkbox"/> Variance <input type="checkbox"/> Conditional Use <input type="checkbox"/> Appeal of Decision <input type="checkbox"/> Map Interpretation <input type="checkbox"/> Substantially Similar Use
In the following section, please list a brief description of the request. Narrative statements and any additional documents or information required by the Zoning Code and Chapter 1155 should be attached to this application as separate sheets.
Request:
I hereby certify that the information submitted on this application and on any sketches, drawings or other documents submitted with this application is true and exact.
Date: _____
By: _____

Status of Application			
Filing Date	Case Number		
	Hearing Date		
	Fee deposit	Date Paid	Receipt Number
	\$75.00		
Status of Board's Action			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			

Instructions

Applicant's Information

Owner's name. Enter the owner's name, address and phone number.

Agent's name. Enter the agent's name, address and phone number.

Site Information

Site address. Enter the physical site address of the property.

Legal Description. This information can be found either on the deed or on the property tax billing. This information can also be obtained from the County Auditor's Office or off their web site at www.knoxcountyauditor.org.

- If the property is a platted lot in a subdivision, you need only respond with the lot number and subdivision.
- If the property is acreage, you would fill in the blank as "m&b" and include the size of the parcel.

Parcel number. Can be found on the property tax billing and as an example will likely look like this "66-09999.000".

Deed volume and page number. Can be found on the deed.

Zoning District. This information can be obtained from the Development Services Manager or the Zoning Enforcement Officer.

Description of Existing Use. Describe the existing use of the property.

Description of Proposed Use. Describe in detail the proposed use of the property. Should this require additional space, the description may be written on a separate sheet and attached to the application.

Hearing Request

Type of Hearing Requested. Indicate the type of hearing requested. In some cases more than one type will apply. If you are unsure, please ask.

Request. Briefly state the purpose of the hearing. In addition, you must supply written (narrative) statements establishing and substantiating the request as well as evaluating the effects on adjoining property; the effect of such elements as noise, glare, odor fumes and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the district; and the relationship of the proposed use to the comprehensive plan. Narrative statements, additional documents or information or photographs should be attached to the application as separate sheets.

For a variance for location of trailers outside trailer camps, please list a description of the request including the dimensions of the trailer and the description of the trailer as listed on the vehicle's title. Attach a drawing of the location of the trailer on the property along with other buildings, driveways, sidewalks, and utilities locations.

Other Information. Such other information as required by the Zoning Code may be written on separate sheets and attached to the application. A copy of Chapter 1155 is included with this application packet.

Mailing Addresses. If the application is a request for conditional use, a list containing the names and mailing addresses of all owners of property within three hundred (300) feet of the property in question must be attached to the application. These addresses can be obtained from the Knox County Auditor's Web Site (www.knoxcountyauditor.org). Once you are on the site follow these simple steps:

1. Click search.
2. Default is the property owner's name. Type in the last name and first name and click search.
3. Under search results click on the appropriate parcel number. The data for the parcel will come up on the screen.
4. Click on the picture of the parcel to go to the next screen.
5. Just above the enlarged picture of the parcel is a series of action icons. Click the last icon on the right next to the box.
6. Type 300 in the box and click go.
7. The picture will change and show flags for all properties within 300 feet of your parcel.
8. Beneath the picture is a tab marked Selection. Using the scroll bar at the right, go to the bottom of the selection window. You will see a line that tells the number of features selected. Click that line.
9. The next screen will say search results. At the right is a dialogue box. Click on "print these results". Print this list and attach it to your application. We will accept the report, the information need not be re-typed.

Fee. A deposit of \$75.00 as established by ordinance is required to be submitted with the application. You will be billed for any expenses incurred in excess of the deposit.

City of Mount Vernon, Ohio
Board of Zoning Appeals
40 Public Square
Mount Vernon, OH 43050



General Information

In order to provide a better understanding of the appeals process, we have compiled answers to the most frequently asked questions. Any questions regarding the appeals process can be directed to the Development Services Office at (740) 393-2033 or the Zoning Enforcement Officer at (740) 393-9520.

How much does it cost? A deposit of \$75.00 is required to schedule a hearing. Costs incurred will include postage and the publication of the notice for the hearing. Applicants are billed for costs in excess of the deposit.

How much time do I have to file for a hearing? Once you have received notice of the decision of the Zoning Enforcement Officer, you have twenty (20) days to file with the Board of Zoning Appeals. If you exceed this time limit, your original application will be void and you must file a new application.

How long does it take to have a hearing once I file the application? The Board of Zoning Appeals meets on the first and third Wednesdays of each month at 5:30 pm. The Zoning Code required that notice of the public hearing be published ten (10) days prior to the hearing. The *Mount Vernon News* requires three days of lead-time prior to publication of the notice. From the time you apply to your actual hearing date will generally be three weeks. The Board must hold a hearing within thirty (30) days of the receipt of an application for hearing.

What do I have to file with my application? What additional documents you will need to file depends on the type of hearing you are requesting. Your application for the hearing will be accompanied by information detailing what you would need to submit.

How will I know when the hearing will be held and do I have to be there? A copy of the notice will be mailed to you. The notice gives the date, time and location of the hearing as well as citing the nature of the request. The Board asks that the applicant or their representative appear at the hearing to answer any questions and provide information on the request. The Board may deny your request if no one represents you at the hearing.

When will I know the Board's decision? By Code, the Board must take action within thirty (30) days after the public hearing. In most cases, the Board will give their decision at the hearing.

What if I don't agree with the decision? You have the right to appeal the Board of Zoning Appeals decision. This must be done through the Common Pleas Court. This appeal must be made within ten (10) days of the Board's written decision.