

Conditional Uses

The Board of Zoning Appeals (BZA) is a commission of five Township residents appointed by the Board of Trustees. This board acts autonomously on proposed variances, conditional uses, and appeals.



WHAT IS A CONDITIONAL USE?

Conditional uses are those having some special impact or uniqueness which requires a careful review of their location, design, configuration and special impact to determine, against fixed standards, the desirability of permitting their establishment on any given site. Additionally, there are four general standards considered by the board and applicable to all conditional uses:

- a) The proposed Conditional Use must be in compliance with the spirit and intent of the Zoning Resolution and the zone district.
- b) The Board of Zoning Appeals must determine that the proposed use will not have an adverse effect on adjacent property or public health, safety, morals and general welfare.
- c) The Board of Zoning Appeals must protect to the extent practicable the natural, scenic, and historical features of the area.
- d) The proposed use must be consistent with adopted Land Use Plans.

HOW DOES ONE APPLY FOR A CONDITIONAL USE? A BZA application will be accepted only after: 1. The Planning & Zoning Department has declined to issue a zoning certificate; 2. A pre-application meeting with Township staff has occurred with the applicant. The pre-application meeting may occur in person or via digital means. Following the staff pre-application meeting, if the applicant should choose to proceed with the project, the completed application packet and application fee shall be filed with the Planning & Zoning Department by the deadline date outlined.

WHAT IS THE COMPLETE BZA APPLICATION PROCESS?

1. Pre-application meeting

This informal meeting is of benefit to the applicant to ensure the applicant submits a thorough and complete application. In a discussion of a potential project, the pre-application meeting also allows the applicant to brainstorm with staff so that staff might provide valuable insight to the applicant related to, whether, as required by the Zoning Resolution, the conditional use standards are met for a potential case.

The applicant is required to meet with the Township Planning & Zoning Administrator to discuss the proposal and the process. During this pre-application meeting, the Township will provide the application materials and information for any approved plans for the surrounding area. The pre-application meeting may occur in person or via digital means.

2. Submission

Should the applicant choose to proceed with the process after a pre-application meeting with staff, has occurred. All required drawings, fees, the application, and letters must be submitted by the date outlined (see checklist sheet). The applicant is responsible for distributing plans to outside agencies for review and comment. Incomplete applications will not be accepted.

3. Sycamore Township BZA

The applicant and the Planning & Zoning Department present the case before the BZA. The Township will provide all presentation materials and graphics via a computer presentation. Comments from surrounding property owners may be heard at this time. The BZA will render a decision.

4. Thirty (30) Day Appeal Period

Any binding decision made by the BZA is not official until a period of 30 days has passed. During that time, the decision may be appealed to the Hamilton County Court of Common Pleas by a surrounding property owner or the applicant.

5. Zoning Approval

Once the project has been approved and the thirty (30) day referendum period has passed, the applicant must contact the Planning and Zoning Department to complete the requirements for obtaining the proper zoning certificate(s).

Planning & Zoning Department

8540 Kenwood Road
Sycamore Township, OH 45236
Phone (513) 792-7250
www.sycamoretownship.org



CHECKLIST FOR FILING A CONDITIONAL USE APPLICATION

Applications for a conditional use shall be filed **in person** with Sycamore Township. A legal notice will be prepared by staff and placed in a newspaper of general circulation prior to the public hearing. The filing fee *includes* this publication. Staff will also prepare, for the applicant a list of names and complete address of the property owners of all lots and lands located within 200' of the property requesting the appeal. Said list will be prepared from the County Auditor's current tax list. The office of the Board will execute all forms, including individual land legal notices necessary for the processing of an application.

Hearings are held by the Board of Zoning Appeals on the 3rd Monday of every month (unless it's a holiday, then it is held on the following Tuesday) at 6:00 PM at the Township Administration Building, 8540 Kenwood Road, Cincinnati, OH 45236.

A brief staff pre-application meeting is required prior to application submission. The brief meeting may occur via digital or in-person means. The purpose of the pre-application meeting is to briefly discuss a potential case and the application requirements. All complete applications shall include the following information on or before the outlined deadline. Please submit this checklist with your application

1. THE APPLICATION [Please provide 1 copy]

2. LETTER OF INTENT [Please provide 2 copies + a digital copy]

A typewritten statement addressed to the Board of Zoning Appeals, providing at least, the following:

- _____ Location and size of the property
- _____ A clear accurate description stating the purpose of the request.
- _____ Specific sections of the Zoning Resolution from which the applicant is requesting a conditional use
- _____ State clearly in fact, the conditions that the Zoning Resolution requires and how the Condition is satisfied. If not satisfied, please explain.

3. THE SITE PLAN AND OTHER DRAWINGS [Please provide 2 copies + a digital copy]

The site plan shall be drawn to scale of not less than 1 inch equals 50' and shall contain the following information (if applicable to your project):

- _____ A survey that accurately illustrates the property *(If the application involves a setback or the requirement to understand the location of a property line to render a decision, a professional stamped survey is required, which would show property lines, dimensions, location(s) of structures and setbacks.)*
- _____ Name of the person(s) preparing the plan
- _____ Title, name of the owner & name of the applicant
- _____ North Arrow (North at the top of the plan)
- _____ Property lines, property dimensions, street name(s), site size
- _____ Existing and proposed projects, including site plan and elevations
- _____ Distance from structures to the property lines

4. THE APPLICATION FEE

2024 Board of Zoning Appeals



Planning & Zoning Department

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Sycamore Township, OH 45236
Phone (513) 792-7250

www.sycamoretownship.org

Schedule of Meeting Dates / Deadlines for Conditional Use, Variances and Appeals

All meetings begin at 6:00 PM unless otherwise noted

ALL SUBMISSIONS MUST BE MADE BY 4:00 PM ON DEADLINE LISTED BELOW

JANUARY

DEADLINE FOR SUBMITTAL:	12/01/2023
BZA MEETING:	01/29/2024*

JULY

DEADLINE FOR SUBMITTAL:	06/07/2024
BZA MEETING:	07/15/2024

FEBRUARY

DEADLINE FOR SUBMITTAL:	01/05/2024
BZA MEETING:	02/29/2024*

AUGUST

DEADLINE FOR SUBMITTAL:	07/09/2024*
BZA MEETING:	08/19/2024

MARCH

DEADLINE FOR SUBMITTAL:	02/02/2024
BZA MEETING:	03/18/2024

SEPTEMBER

DEADLINE FOR SUBMITTAL:	08/02/2024
BZA MEETING:	09/16/2024

APRIL

DEADLINE FOR SUBMITTAL:	03/01/2024
BZA MEETING:	04/15/2024

OCTOBER

DEADLINE FOR SUBMITTAL:	09/06/2024
BZA MEETING:	10/21/2024

MAY

DEADLINE FOR SUBMITTAL:	04/05/2024
BZA MEETING:	05/20/2024

NOVEMBER

DEADLINE FOR SUBMITTAL:	10/04/2024
BZA MEETING:	11/18/2024

JUNE

DEADLINE FOR SUBMITTAL:	05/03/2024
BZA MEETING:	06/17/2024

DECEMBER

DEADLINE FOR SUBMITTAL:	11/01/2024
BZA MEETING:	12/16/2024

* MONDAY MEETING MOVED TO ALTERNATE DATE DUE TO HOLIDAY

Zoning Share / Board of Zoning Appeals /
Meeting Dates / 2024 / 2024 BZA Meeting Dates.pub

