



Exhibit A

Notice of Violation



8540 Kenwood Road
Sycamore Twp, OH
45236-2010
PH (513) 791-8447
FX (513) 792-8564

Board of Trustees

Dennis W. Connor
Thomas J. Weidman
Jim LaBarbara

Fiscal Officer

Robert C. Porter III

Law Director

R. Douglas Miller

Administrator

Greg Bickford, AICP

Superintendent

Tracy Kellums

Fire Chief

Rob Penny

Zoning Administrator

Harry L. Holbert, Jr.

Parks & Recreation

Director

Mike McKeown

March 22, 2018

REGUS - ATTN: JOHN STAPLETON
8044 MONTGOMERY ROAD #700
CINCINNATI, OH 45236

NOTICE OF VIOLATION

RE: Sycamore Township Code Violations

Case: SYCC170408
Parcel ID: 060000800772
Via certified and ordinary mail

To Whom It May Concern:

An inspection of the property located at **8044 MONTGOMERY RD** in Sycamore Township, Ohio found it to be in violation of the Sycamore Township Zoning Resolution and/or the International Property Maintenance Code. You are hereby requested to resolve the noted violations immediately in compliance with the requirements of the Sycamore Township Zoning Resolution and/or the International Property Maintenance Code. In order to avoid further action you must comply with the inspector's written remedies listed under each violation attached to this letter. You have the right to appeal this order pursuant to Chapter 22 of the Sycamore Township Zoning Resolution or Section 111 of the Sycamore Township Property Maintenance Code, as applicable.

FAILURE TO COMPLY WILL RESULT IN LEGAL ACTION BEING TAKEN

A follow-up inspection will occur twenty-one (21) days from the date of this notice. If said violation(s) is (are) not corrected by **04/12/2018 at 12:00 noon** local time, Sycamore Township will be forced to pursue all possible legal remedies against you, including but not limited to, the following: a request may be made to the Sycamore Township Board of Trustees for the property to be declared a nuisance; and you may be cited to the Hamilton County Municipal Court where a fine of up to \$1000.00, plus the costs of court, per violation could be levied against you; the issue may be abated, and the costs assessed against the property as a lien. Please feel free to contact me if you have any questions.

Sincerely,

Harry Holbert
Sycamore Township
Planning & Zoning Official
hholbert@sycamoretownship.org
Phone#: (513) 792-7252
Fax#: (513) 792-8571

Sycamore Township Zoning Resolution and/or International Property Maintenance Code(s) Violated:

20-1 ZONING CERTIFICATE.

Except as expressly provided otherwise in this Resolution, no land shall be occupied or used and no building, structure or sign shall be located, constructed, reconstructed, enlarged or structurally altered, nor work commenced upon the same, nor occupied or used in whole or part for any purpose whatsoever until the Zoning Inspector has issued a Zoning Certificate. The Zoning Certificate shall state the zoning districts in which the proposed use is located and that the proposed uses and structures comply with the provisions of this Resolution. The Zoning Certificate shall also identify whether the proposed use is a Permitted Use, a Planned Unit Development, a Conditional Use, or a Nonconforming Use. No change of use shall be made in any building or part thereof, now or hereafter located, constructed, reconstructed, enlarged or structurally altered, without a Zoning Certificate issued by the Zoning Inspector. No Zoning Certificate shall be issued to make a change unless the changes are determined by the Zoning Inspector to be in conformity with the provisions of this Resolution.

Recommended Actions For Compliance:

Each tenant is required to apply for a tenant change and to provide the required documents for zoning and tax information for the JEDZ. See enclosures.

SYCAMORE TOWNSHIP, OH
 DEPARTMENT OF PLANNING & ZONING
 8540 KENWOOD ROAD, CINCINNATI, OH 45236
 513.792.7250 PHONE 513.792.8564 FAX

COMMERCIAL APPLICATION

NEW BLDG, ADDITIONS, TENANT
 CHANGE, INT FINISH/ALT, SIGNS,
 FAÇADE RENOVATIONS, PKG LOT,
 WALLS, FENCES, ETC.

REVIEWED BY

HOLBERT

GUNDERSON

APPLICATION NUMBER

DO NOT WRITE IN THIS SPACE

PROJECT ADDRESS: _____ **ZIP CODE:** _____

NAME	STREET ADDRESS	CITY	ST	ZIP	PHONE NUMBER
PROPERTY OWNER					
CONTRACTOR					
DESIGN PROFESSIONAL					
APPLICANT					
APPLICANT'S E-MAIL ADDRESS					

WORK TYPE: **Inspections Required**

NEW BLDG ☐ ADDITION ☐ INTERIOR FINISH/ALTERATION ☐ TENANT CHANGE ☐ LANDSCAPING/PKG LOT ☐ FENCE/WALL ☐
 LOT SPLIT/CONSOLIDATION ☐ ACCESSORY STRUCTURE ☐ SCREEN ROOFTOP MECH/DUMPSTER ENLOSURE ☐ NEW SIGN ☐
 TENT/TEMP STRUCTURE ☐ TEMPORARY SIGN ☐ FAÇADE RENOVATIONS ☐ SIGN FACE CHANGE ☐ OTHER ☐

DESCRIPTION OF WORK: _____

SQUARE FEET: _____ **USE:** _____ **HEIGHT:** _____

NO. OF SIGNS: _____ **EST. START DATE:** _____ **EST. FINISH DATE:** _____

THE DEPARTMENT OF PLANNING & ZONING IS DEDICATED TO THE CONTINUING PROSPERITY OF SYCAMORE TOWNSHIP. WE PROMOTE HIGH STANDARDS FOR DEVELOPMENT AND QUALITY PROJECTS. WE LOOK FORWARD TO SERVING OUR CITIZENS AND BUSINESS COMMUNITY TO MAKE SYCAMORE TOWNSHIP THE BEST IT CAN BE.

The owner of this project and undersigned do hereby agree to comply with the zoning laws of Sycamore Township pertaining to the construction of the proposed project according to the drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. Lot consolidation is required to obtain zoning approval for the construction of any structure. The applicant and owner of the real property agree to grant Sycamore Township access to the property for review and inspection related to this application.

NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.

APPLICANT'S SIGNATURE _____ DATE _____

PROPERTY OWNER'S SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

RECOMMENDS PLAN APPROVAL: _____ DATE: _____

ZONING APPROVED BY: _____ DATE: _____

DATE PERMIT ISSUED: _____

SYCAMORE TOWNSHIP PERMIT APPLICATION REQUIREMENTS

****APPLICATION WITH PROPERTY OWNER'S SIGNATURE REQUIRED FOR ALL OF THE FOLLOWING:**

****INSPECTIONS REQUIRED FOR FOUNDATION, PIERS, FINAL, SIGNS**

APPLICATION TYPE	PLANS REQUIRED	NUMBER OF SETS
Commercial Applications		
New Commercial Building	ISR Worksheet	1
Commercial Addition	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Interior Finish/Alterations		
Accessory Use Structure (including solar panels) (120 sq. ft. and over)	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Accessory Use Structure (under 120 sq. ft.)	Site Plan Elevation Floor Plan	2
Façade Renovations	Site Plan Elevation Signage Plan (if applicable)	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
Tenant Change (no interior changes)	Site Plan Floor Plan Letter of Intent	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County) 1
New Sign	Site Plan Sign Details Elevation Foundation Plan (if applicable)	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Sign Face Change	Site Plan Before/After Elevations	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Temporary Sign	Site Plan Sign Elevation	2
Temporary Tents	Site Plan	3 (1 set for Zoning, 1 set for Fire Department, 1 set returned to applicant)
(Under 200 sq. ft. closed sides)	Tent Details	
(Under 700 Sq. ft. open sides)	Letter of Intent	1
Temporary Tents	Site Plan	6 (1 set for Zoning, 1 set for Fire Department, 4 sets returned to applicant to submit to Hamilton County)
(200 sq. ft. and over closed sides)	Tent Details	
(700 sq. ft. and over open sides)	Letter of Intent	1
Parking Lot	Site Plan Parking Stall Details ISR Worksheet	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County) 1
Fence/Mech. Screening	Site Plan Fence/Screening Details	2
Retaining Wall/Dumpster Enclosure	Site Plan Wall Details	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)

Permit Requirements for Tenant Changes

1. Application and Letter of Intent

Application may be found at www.sycamoretownship.org.

Letter of Intent: Letter stating name and type of business, hours of operation and number of employees

2. Zoning Review Fee* - \$250.00

We accept payment in the form of cash, check and credit cards.

3. Three (3) copies of a site plan**

Site plan: A site plan is a drawing that shows the property lines and dimensions of the lot. The applicant must note the location of the tenant space on the site plan.

4. Three (3) copies of a floor plan**

Floor Plan: A floor plan is a complete layout of the of the proposed lease space including rooms, offices, hallways and lobby area.

Q. & A.:

1. What are the Township's regulations for tenant changes?

Tenant Changes must meet the permitted use requirements of the zoning district and demonstrate compliance with current zoning and fire code/life safety regulations.

2. What is the department turn around time?

Within eight (8) days after receipt of an application for review, the Administrative Official shall determine if the application is approved. Typically the turnaround time for a zoning certificate to be issued is 3-5 days. However, it may take longer depending on how busy the office and staff may be.

3. Do I need a permit with Hamilton County?

All tenant change submittals that are reviewed by the Township require a permit with the Hamilton County Building Department unless the tenant moves into the space "as-is" or with cosmetic changes only. If the tenant intends to make any interior alterations, install signs of any kind(including temporary banners), or do any electrical or plumbing work, Zoning, Building Department and Fire Department review and approval is required BEFORE beginning any work.

4. Does the Township have an inspector that will come out and look once the project is complete?

Yes. The Township Zoning and Fire/Life Safety Inspectors work hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection before opening for business.

5. How long does it take to schedule a final inspection?

It typically takes 1-2 business days to schedule an inspection, depending on the inspector's schedule and availability. Please call a minimum 24 hours prior to the desired inspection date/time.

6. Do I need to be present for the inspection?

Yes, the tenant or a representative should be present for the inspection.

7. Who do I contact for an inspection with the Township?

Zoning Administrator Harry Holbert Jr. at 513.792.7252 or hholbert@sycamoretownship.org
Zoning/Fire Inspector Doug Morath at 513-792-7246 or dmorath@sycamoretownship.org

**Tenant Changes, Interior Alterations and/or Signs without the proper permits will result in a double fee*

***If Building Department review will be required, then eight (8) complete sets of architectural plans including a site plan and floor plan must be submitted to the Sycamore Township Office of Planning and Zoning prior to applying for a building permit. Please contact Hamilton county Building Department directly at 513-946-4550 for information.*

City of Madeira
7141 Miami Avenue
Madeira, OH 45243
WWW.MADEIRACITY.COM

Sycamore Township JEDZ
Confidential Business
Questionnaire

Print Form

Tax@madeiracity.com
Phone: (513) 272-4212
Fax: (513) 272-4211

Business Name:

Local Address:

City, State, Zip Telephone:

Contact Person: Email: Fax:

Owner, Partner or President Name: Telephone:

Start Date of Township Activity: Federal Id #: SSN #:

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other

Accounting Period: ☐ Calendar ☐ Fiscal Fiscal Yr. Begin/End Dates:

Do you have employees: ☐ Yes ☐ No Withholding is required to be paid on a MONTHLY basis.

Do you use a payroll service: ☐ Yes ☐ No If yes, who:

If no, what address would you like your forms mailed to, if different from above:

Do you own or rent property in the Township: ☐ Own ☐ Rent

If You RENT, Name of Landlord:

Address of Landlord:

I certify the above information to be true and accurate.

Signature:

Date:

This form needs to be returned within 10 days of business start up.
E-mail to: tax@madeiracity.com or Fax to: (513) 272-4211