

**BOARD OF ZONING APPEALS APPLICATION**  
**CITY OF HUBER HEIGHTS**



**PLANNING DEPARTMENT**

\*\*\*\*\*  
**6131 Taylorsville Road** **937.233.1423**  
**Huber Heights, Ohio 45424** **937.233.1272 (Fax)**  
\*\*\*\*\*

Application Number \_\_\_\_\_  
Receipt Number \_\_\_\_\_

Date Filed \_\_\_\_\_  
Amount Paid \$75.00

**TYPE OF ACTION REQUESTED**

Check all that apply. Attach explanations & additional information as required.

- |   |   |
|---|---|
| <input type="checkbox"/> Annexation & Zoning (Attach original annexation petition to this application.) | <input type="checkbox"/> Planned Unit Development             |
| <input type="checkbox"/> Annexation Agreement   | <input type="checkbox"/> Basic Development Plan               |
| <input type="checkbox"/> Rezoning to _____  | <input type="checkbox"/> Detailed Development Plan            |
| <input type="checkbox"/> Special Use  | <input type="checkbox"/> Major Change                         |
| <input type="checkbox"/> Variance from the Zoning Ordinance   | <input type="checkbox"/> Minor Change                         |
| <input type="checkbox"/> Lot Split  | <input type="checkbox"/> Appeal of an Administrative Decision |
| <input type="checkbox"/> Final Plat/Replat  | <input type="checkbox"/> Other _____                          |
| <input type="checkbox"/> Preliminary Plat   | _____   |
| <input type="checkbox"/> Text Amendment   | _____   |
| <input type="checkbox"/> Zoning Ordinance   |   |
| <input type="checkbox"/> Subdivision Regulations  |   |
| <input type="checkbox"/> Other  |   |

**APPLICANT INFORMATION**

Identify the applicant & contact person on this page. Complete the attachment to list the owner(s) & other parties involved with the application.

|         | <u>APPLICANT</u> |         | <u>CONTACT PERSON</u> |
|---------|------------------|---------|-----------------------|
| Name    | _____            | Name    | _____                 |
| Address | _____            | Address | _____                 |
|         | _____            |         | _____                 |
|         | _____            |         | _____                 |
| Phone   | _____            | Phone   | _____                 |
| Fax     | _____            | Fax     | _____                 |
| Email   | _____            | Email   | _____                 |

**PROPERTY INFORMATION**

Project Name: \_\_\_\_\_

Location of property: \_\_\_\_\_

\_\_\_\_\_

Book   N/A   Page   N/A   Parcel Number(s) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Total acres included in this application: \_\_\_\_\_

Type of Development: Residential \_\_\_ Commercial \_\_\_ Office \_\_\_ Industrial \_\_\_ Other \_\_\_

Brief description of application request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's status: Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Purchaser \_\_\_\_\_ Agent \_\_\_\_\_

Name of Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Attach additional information as required. Please refer to the applicable application submittal checklist.

**Applicant's Signature**

\_\_\_\_\_  
Applicant's Signature:

\_\_\_\_\_  
Printed Name:

The owner of the property, if other than the applicant, must sign this application as evidence of concurrence with the request.

\_\_\_\_\_  
OWNER

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

BY THE ABOVE SIGNATURE, THE APPLICANT HEREBY ATTESTS TO THE TRUTH AND EXACTNESS OF ALL INFORMATION SUPPLIED AND SUBMITTED ON AND WITH THIS APPLICANT. BY THE ABOVE SIGNATURE, THE APPLICANT FURTHERMORE CONSENTS TO BE BOUND BY THIS APPLICATION, BY ANY AGREEMENT MADE BY THE APPLICANT OR ITS AGENT, AND BY ALL DECISIONS MADE BY THE CITY OF HUBER HEIGHTS RELATING TO AND IN CONNECTION WITH APPLICATION AND REQUESTS.

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Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_ Received by \_\_\_\_\_

**BOARD OF ZONING APPEALS APPLICATION SUBMITTAL CHECKLIST**  
**CITY OF HUBER HEIGHTS**



**ZONING DEPARTMENT**

- Submit a statement addressing the following items:
  1. State fully the facts on which this application or appeal is based.
  2. Provide a list of the names and addresses of owners of all lots and property within 200' from the said property, as shown on the County Auditor's records. A list of the properties identified by parcel ID Number and a map from the County Auditor's office showing the parcel ID Numbers is recommended.
  3. State the section or sections of the Zoning Ordinance under which it is claimed this application or appeal may be granted.
  4. Has a previous application or appeal been filed in connection with these premises? If yes, please provide the date of previous filing.
  
- Other information as requested by the City.

# FEE SCHEDULE - CITY OF HUBER HEIGHTS PLANNING & ZONING

## ZONING

|                               |   |
|-------------------------------|---|
| Accessory Building            | \$ 30.00                                |
| Alteration (Exterior Only)    |   |
| Commercial/Residential        | \$ 30.00                                |
| Carport                       | \$ 30.00                                |
| Commercial TV/Radio           | \$ 100.00                               |
| Cellular / Co-Location        |   |
| Construction Trailer/Office   | \$ 30.00                                |
| Festivals/Carnivals           | \$ 30.00                                |
| Fireplace                     | \$ 30.00                                |
| Garage – Attached/Detached    | \$ 30.00                                |
| Hot Tub                       | \$ 30.00                                |
| Mobile Food Vending           | \$ 100.00                               |
| Outdoor Sales                 | \$ 100.00                               |
| Patio Cover / Pergola         | \$ 30.00                                |
| Patio Enclosure               | \$ 30.00                                |
| Pre-Sale Inspections          | \$ 40.00                                |
| Pre-Sale Multi-Unit           | \$ 20.00 per unit                       |
| Re-Inspection                 | \$ 20.00                                |
| (after 2nd inspect)           |   |
| Room Addition                 | \$ 30.00                                |
| Signs:                        |   |
| Temporary Signs               | \$ 25.00 /30 days<br>(limit 3 per year) |
| Permanent Signs               | \$ 30.00 + \$1.00 per<br>sq. ft.        |
| Storage Shed                  | \$ 30.00                                |
| Swimming Pool                 | \$ 30.00                                |
| Temporary Dumpster            | \$ 30.00/60 days<br>(limit 2 per year)  |
| Temporary Storage             | \$ 30.00/30 days<br>(limit 3 per year)  |
| Transfer of Responsibility    | \$ 25.00                                |
| Transfer of Special Use       | \$ 50.00                                |
| Zoning Compliance Certificate | \$ 50.00                                |
| BZA                           | \$ 75.00                                |

## STRUCTURES – NEW CONSTRUCTION:

|  |  |
|--|--|
| Single Family Dwelling                         | \$ 150.00  |
| Multiple Family Dwelling                       | \$ 75.00 per unit  |
| Commercial, Industrial,<br>& Public Structures | \$ 150.00 + \$ 50<br>per additional 1,000 sq.<br>ft. over 5,000 sq. ft |

## PLANNING

|                           |                                 |
|---------------------------|---------------------------------|
| Amendment to Zoning Ord   | \$ 200.00                       |
| Appeal of Admin Decision  | \$ 75.00                        |
| BZA (Variance)            | \$ 75.00                        |
| Codified Ordinances       | \$ 75.00                        |
| Basic Development Plan    | \$ 500.00                       |
| Combined Development Plan | \$ 800.00 + \$25 per acre       |
| Comprehensive Dev Plan    | \$ 35.00                        |
| Detailed Development Plan | \$ 300.00 + \$25 per acre       |
| Preliminary Plat          | \$ 100.00                       |
| Final Plat                | \$ 40.00 per acre               |
| Replat                    | \$ 40.00 per acre               |
| Lot Splits                | \$ 50.00 per new<br>lot created |
| Major Change to PUD       | \$ 250.00                       |
| Minor Change to PUD       | \$ 150.00                       |
| Rezoning                  | \$ 200.00                       |
| Special Use               | \$ 150.00                       |
| Transfer of Special Use   | \$ 50.00                        |
| Subdivision Regulations   | \$ 10.00                        |

**BOARD OF ZONING APPEALS  
SCHEDULE OF MEETINGS  
BUSINESS YEAR 2020  
(Meetings held on the 1<sup>st</sup> Wednesday)  
7:00 P.M.**

| <b>Meeting Date:</b> | <b>Last Date for Submittal<br/>Of Application</b> |
|----------------------|---|
| January 8, 2020 *    | December 13, 2019                                 |
| February 5, 2020     | January 10, 2020                                  |
| March 4, 2020        | February 7, 2020                                  |
| April 1, 2020        | March 6, 2020                                     |
| May 6, 2020          | April 3, 2020                                     |
| June 3, 2020         | May 8, 2020                                       |
| July 8, 2020 *       | June 12, 2020                                     |
| August 5, 2020       | July 10, 2020                                     |
| September 2, 2020    | August 7, 2020                                    |
| October 7, 2020      | September 4, 2020                                 |
| November 4, 2020     | October 9, 2020                                   |
| December 2, 2020     | November 6, 2020                                  |
|                      |   |

**\* Some Dates May Have Been Adjusted Due to Holidays**