



5200 Springfield Street, Suite 100  
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 [www.riversideoh.gov](http://www.riversideoh.gov)

## Board of Zoning Appeals Application

**PROJECT ADDRESS:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Applicant \_\_\_\_\_  
Applicant Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Person to contact \_\_\_\_\_  
Phone # \_\_\_\_\_  
E-mail \_\_\_\_\_

Owner \_\_\_\_\_  
Owner Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Person to contact \_\_\_\_\_  
Phone # \_\_\_\_\_  
E-mail \_\_\_\_\_

Check if same as applicant information

*\*Please completely fill out the contact information for the owner if different than the applicant.*

|  |                                   |   |   |
|--|-----------------------------------|---|---|
| <b>Development Application</b>   |                                   |   |   |
| <b>(Projects requiring public review before the Board of Zoning Appeals)</b> |                                   |   |   |
| <input type="checkbox"/> Appeal  | <input type="checkbox"/> Variance | <input type="checkbox"/> Minor Variance<br>(Staff Level Review) | <input type="checkbox"/> Change in<br>Nonconforming Use |

I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Engineer and/or the City Attorney to insure that the requested item(s) for review of this application is compliant to the current zoning laws and policies of the City of Riverside. For any and all costs incurred in the review of this application, I acknowledge that the city of Riverside or any of the City's consultants listed above are my responsibility to reimburse.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

Permits expire 1 calendar year from the date of approval.

Applicants will be notified if there are issues with the application, and how to correct it.

### OFFICIAL USE ONLY

Permit No. \_\_\_\_\_

Approved \_\_\_\_\_

Intake Staff \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Please submit the completed application along with the following items:**

**Site plan and drawings (Change in Nonconforming Use or Variances Only)**

- One elevation drawing for new construction (including home additions, garage additions, and fences)
- Three copies of the site plan (including the following elements. *See site plan example on the last page.*)
- Plan drawn to a reasonable scale [engineer's scale (1" = 20') or architect's scale (1/8" = 1')]
- Vicinity map that shows the distance from the property to the nearest intersecting street
- North arrow
- Street name(s) abutting the site
- Property address, parcel ID, and dimensions
- Electric, telephone, drainage easements with dimensions
- Existing and proposed structures with dimensions and distance from property lines
- Highlight (in yellow) the location of the variances\*

**Supplemental documentation**

- A copy of Refusal Letter from citing official, if applicable (**required** if a STOP WORK ORDER or CITATION has been received)
- If the proposed structure encroaches into an easement (ROW, DP&L, or AT&T), then the applicant must submit written documentation from the utility company indicating approval for the encroachment
- Photographs (if applicable)
- Letter of Explanation
- Copy of Certificate of Nonconformance (required for Change in Nonconforming Use only)

**Fee (cash or check made payable to the City of Riverside)**

- Application Fee:
  - (1) Variance
    - (a) Residential
      - i. Major **200.00**
      - ii. Minor **100.00**
    - (b) Commercial/other
      - iii. Major **400.00**
      - iv. Minor **200.00**
    - (c) Industrial
      - v. Major **400.00**
      - vi. Minor **200.00**
  - (2) Appeals
    - (a) Residential **200.00**
    - (b) Commercial/other **300.00**
    - (c) Industrial **300.00**
  - (3) Change in Nonconformance
    - (a) Residential **200.00**
    - (b) Non-residential **300.00**

**FULL SITE ADDRESS**

Scale: e.g. 1' = 10'

**R-3 Residential District**

