



Village of Amberley

Request for Zoning & Project Approval Form

Village Manager: Mr. Scot F. Lahrmer

Address: 7149 Ridge Road, Cincinnati, OH 45237

Email Submission: cfritsch@amberlevillage.org

APPLICATION TYPE

I hereby request approval for the following:

- | | |
|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Zoning Approval | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Fence / Accessory Structure |
| <input type="checkbox"/> Property Zoning Change | <input type="checkbox"/> Addition / Renovation |
| <input type="checkbox"/> Other: _____ | |

* If your project meets current Amberley Code and does not require a Variance or a Zoning Change, attendance at a BZA/PC meeting is not required.

APPLICANT INFORMATION

Property Owner / Applicant Name: _____

Property Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

CONTRACTOR INFORMATION (If Applicable)

Contractor Name: _____

Company Name: _____

Contractor Address: _____

Phone Number: _____

Email Address: _____

PROJECT INFORMATION

Description of Proposed Project:

Estimated Project Start Date: _____

Estimated Completion Date: _____

REQUIRED ATTACHMENTS

Please check all items included with this application:

- | | |
|----------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Site Plan / Plat | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Drawings / Elevations | <input type="checkbox"/> HOA Approval Documentation* (if applicable) |
| <input type="checkbox"/> Measurements / Dimensions | <input type="checkbox"/> Additional Supporting Documentation |
| <input type="checkbox"/> Other: _____ | |

***HOA NOTICE:** Residents within a Homeowners Association (HOA), including Rollman Estates or Rollman Reserve, must attach written HOA approval documentation when applicable.

APPLICANT CERTIFICATION

I certify that the attached plats, drawings, site plans, measurements, and supporting documentation are accurate and complete to the best of my knowledge.

I understand that submission of false, misleading, altered, or incomplete information may result in denial of this application, revocation of approvals or permits, fines, legal action, and/or additional enforcement proceedings by the Village.

I understand that the Village reserves the right to verify submitted information, conduct inspections, and require additional documentation as part of the review process.

I further acknowledge that all work must comply with applicable zoning regulations, building codes, HOA requirements (if applicable), and Village ordinances.

I understand once the variance is approved and an approval letter is received from the Village of Amberley. The applicant must submit the project details along with the Village Approval letter through the Hamilton County Building Departments EZ trak system found at

<https://eztrak.cagis.org/CitizenAccess/Default.aspx>. The Hamilton County Building Department will conduct all inspections and apply fees for permits, as necessary.

Applicant Signature: _____

Printed Name: _____

Date: _____

PAYMENT & FRAUD ALERT NOTICE

There are no application fees required for submission of this zoning application or request for Variance to the Village of Amberley.

The Village will never request payment through unsolicited emails, text messages, phone calls, gift cards, wire transfers, cryptocurrency, or third-party payment applications.

If you are contacted by anyone requesting payment on behalf of the Village related to this application, treat the request as fraudulent and contact the Village directly using official contact information before responding or making payment.

OFFICE USE ONLY

Date Received: _____

Application Received By: _____

Application Status

- Approved
- Denied
- Additional Information Required
- Pending Review

Comments

Village Representative Signature: _____

Date: _____



OPERATING RULES OF THE AMBERLEY VILLAGE PLANNING COMMISSION AND ZONING BOARD OF APPEALS

ADOPTED FEBRUARY 15, 1980

REVISED MAY 29, 2026

Requests for Variance submitted by Amberley Village property owners or their designated representatives for consideration at a regular or special meeting with the Amberley Village Planning Commission and Zoning Board of Appeals must comply with the following requirements:

1. Requests must be in writing and signed by the property owner or his/her legally appointed representative. In the case of a representative, the property owner must identify the representative in writing and provide the information to Zoning Administrator Chris Fritsch at cfritsch@amberleyvillage.org.
2. The request must be addressed to the Village Manager at 7149 Ridge Road, Cincinnati, Ohio 45237, or submitted via email to cfritsch@amberleyvillage.org, and must be received at the office not later than 4:00 P.M., twenty-one (21) calendar days in advance of the meeting
3. The request must provide complete information that covers the purpose for the requested appearance and the subject matter to be discussed. Requests may be submitted electronically (preferred) or in person with four (4) copies of relevant maps, drawings, or sketches to be provided.
4. Notice of the meeting date will be mailed by the Village staff to interested property owners no later than 4:00 P.M., ten (10) calendar days prior to the meeting. A general and brief description of the subject matter to be covered will be included in the notice.
5. Attendance by the resident or his/her designated representative is required.
6. Regular meetings are held the first Monday of each month at 7:00 P.M. when there is business to be conducted.
7. Special meetings may be called by the Chairman with a minimum of 24 hours prior notice.
8. All meetings are open to the public.

**INFORMATION REQUIRED BY AMBERLEY VILLAGE FOR CONSIDERATION
OF A ZONING APPROVAL**

1. An accurate plat of the complete property is to be provided (to scale) displaying all property lines and their lengths, also showing the property's frontage on the public street.
2. The plat must show all existing structures on the property and their exact locations in terms of distances from front, side, and rear lot lines. The size (dimensions) of each structure must be provided.
3. The proposed structure must be described, and its size (dimensions) must be provided. Unless submitted digitally, four (4) complete sets of plans are to be provided for zoning review by Amberley Village. The exact location of the proposed structure is to be provided in terms of distances from front, side, and rear lot lines. Front yard setbacks are to be measured from the right-of-way line (not from the street).
4. The attached request for zoning approval form concerning the proposed structure must be provided, certifying the undue hardship or practical difficulty (see Amberley Village code section 154.67), and that the attached plat and measurements are accurate. The letter must be signed by the owner of the property (or appointed representative) upon which the proposed structure is to be constructed.
5. Following the submission of the above information and letter, the Village may require the submission of additional information where required to determine compliance with the Amberley Village Code of Ordinances.
6. Yard sprinkler systems, electrical invisible fences, and other private utilities are not permitted in the public right-of-way. Violation of this regulation will result in court action against those working in the public right-of-way without written permission.
7. For new house or renovated house plans the following information must be provided:
 - a. Total amount of square footage of ground coverage including attached garage.
 - b. Written calculation of square footage of all rooms in the house excluding closets, halls, and storage spaces.
 - c. Finished ceiling heights of all habitable rooms.
8. Include all contractors' information on the request form. Contractors may be required to register with Amberley Village Income Tax Department.