



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

**ADOPTED FEBRUARY 15, 1980  
REVISED JANUARY 23, 2023**

Requests from Amberley Village residents or their legally appointed representatives to have a matter placed on the agenda for either a regular or a special meeting must comply with the following:

1. Requests must be in writing and signed by the property owner or his/her legally appointed representative. In the case of a representative, clear communication of appointment must be provided to Zoning Administrator Chris Fritsch.
2. The request must be addressed to the Village Manager at 7149 Ridge Road, Cincinnati, Ohio 45237, or via email to [cfritsch@amberleyvillage.org](mailto:cfritsch@amberleyvillage.org), and must be received at the office not later than 4:30 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 ten (10) 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 4:30 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 handled.
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, ten (10) 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.**

**Zoning Approval / Zoning Variance / Property Zoning Change**



**Mr. Scot F. Lahrmer  
Village Manager  
7149 Ridge Road  
Cincinnati, OH 45237**

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

**You may email documents to the attention of: [cfritsch@amberleyvillage.org](mailto:cfritsch@amberleyvillage.org)**

**RE: Zoning Project Approval**

- Zoning Approval**
- Zoning Variance**
- Property Zoning Change**
- Other**

**Note: Residents within a Homeowners Association (HOA) of Rollman Estates or Rollman Reserve must attach written documentation of project approval from the HOA with this application.**

**Dear Mr. Lahrmer:**

**I hereby request approval for:**

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**The proposed project is at the following address:**

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**I certify the attached plat and measurements are accurate.**

**Sincerely,**

\_\_\_\_\_  
**Homeowner's Printed Name**

\_\_\_\_\_  
**Contractor's Name**

\_\_\_\_\_  
**Homeowner's Signature**

\_\_\_\_\_  
**Contractor's Address**

\_\_\_\_\_  
**Homeowner's Email Address**

\_\_\_\_\_  
**Contractor's Email Address**

\_\_\_\_\_  
**Homeowner's Phone Number**

\_\_\_\_\_  
**Contractor's Phone Number**