

OPERATING RULES OF THE AMBERLEY VILLAGE PLANNING

COMMISSION AND BOARD OF APPEALS

ADOPTED FEBRUARY 15, 1980

REVISED JANUARY 6, 2003

Requests of 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 documentation of appointment must be provided.
2. The request must be addressed to the Amberley Village Planning Commission or to the Amberley Village Board of Zoning Appeals, whichever is appropriate, at 7149 Ridge Road, Cincinnati, Ohio 45237, and must be received at the office not later than 4:30 P.M. twenty-one calendar days in advance of the meeting. (Example: for a meeting scheduled on Monday, the deadline would be 4:30 P.M. on the second Monday preceding the meeting day).
3. The request must clearly and completely cover the purpose for the requested appearance and the subject matter to be discussed. Ten (10) copies of relevant maps, drawings, or sketches are to be provided.
4. Notice of the meeting date will be put in the mail by the Village staff to interested property owners no later than 4:30 P.M. ten 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. Meetings must be attended by the resident or his/her designated representative.
6. Regular meetings are held the first Monday of each month at 7:00 P.M. whenever 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. Three 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.**
- 4. The attached letter of request for zoning approval of the proposed structure must be provided, certifying that the attached plat and measurements are accurate. The letter must be signed by the owner of the property 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 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. clear ceiling heights of all habitable rooms**
- 8. Contractor's information on request form. Contractor must register with Amberley Village Income Tax Department.**

Date: _____

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

RE: Zoning Approval - Variance

Dear Mr. Lahrmer:

I hereby request a zoning approval for:

The structure is proposed at the following address:

I certify the attached plat and measurements are accurate.

Sincerely,

Contractor's Name

Homeowner's Signature

Homeowner's Printed Name

Contractor's Address

Telephone Number

Telephone Number (daytime)