



City of Trotwood, Ohio  
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development  
Phone: (937) 854-7227 Fax: (937) 854-0574

# APPLICATION TO APPEAL ZONING ADMINISTRATION'S DECISION

Date: \_\_\_\_\_ FEE: \$200

**VARIANCE PROPERTY** Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**APPLICANT:** Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER:** Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_

**PRESENT USE:** \_\_\_\_\_

**DESCRIPTION (LOCATION) OF PROPERTY IN APPEAL REQUEST** (Complete as Applicable):

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

Subdivision Name: \_\_\_\_\_ Lot # \_\_\_\_\_

Book \_\_\_\_\_ Page \_\_\_\_\_ Parcel Number (s) \_\_\_\_\_

Statement identifying and describing the appeal:

In addition, three (3) copies of the site plan drawn to scale must accompany this application showing dimensions and shape of the lot, size and locations of existing building. Additional copies will be indicated by the Zoning Administrator. Detailed information for application submission is attached.

Applicant's Status: Owner  Agent\*

\*if Agent, submit Agent Form signed by Property Owner(s) agreeing to application.

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

**I certify that all information and attachments to this application are true and correct to the best of my knowledge.**

**Applicant's Signature** \_\_\_\_\_ **Email** \_\_\_\_\_

BZA Case #: \_\_\_\_\_

Application is \_\_\_\_\_ approved \_\_\_\_\_ not approved. \_\_\_\_\_ / \_\_\_\_\_  
Planning & Zoning Administrator Date

Payment Method: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

**SPECIAL INSTRUCTIONS TO APPLICANT  
APPEAL REQUEST**

The applicant is urged to discuss with the City Zoning Administrator the nature and legal limits of such a request under the Zoning Ordinance prior to submittal of Appeal Application.

The applicant should forward the following information to:

City of Trotwood Board of Zoning Appeals  
c/o Zoning Administrator  
3035 Olive Rd.  
Trotwood, Ohio 45426-2600

- A. A complete application for Appeal Request.
- B. Five (5) copies of a vicinity map of the area designating the site involved.
- C. Five (5) copies of a site plan of the site involved, drawn to standard engineers scale of 1" = 20 feet, 1" = 30 feet, or 1" = 40 feet as directed by the Zoning Administrator. The site plan can be a single line drawing and must show lot dimensions, building location and dimensions, and setbacks from lot lines. The applicant must also indicate on site plan location all of the applicable items listed below.
  - Location of right-of-way.
  - Location and size of existing buildings and accessory structures.
  - Location of storm water and sanitary sewers.
  - Location of water/well.
  - Location of septic tank/leach bed.
  - Location of gas lines
  - Location of other utilities.
  - Location of drainage and utility easements.
  - Location of property lines involved (multiple parcels if affected).
  - Location of any other on-site landmarks affected by the Variance Request.
  - Location of regulatory floodplain if any portion of the parcel is located within a floodplain.
- D. Any other plans, brochures, pamphlets, or applicable material relating directly to the case.
- E. In order for the Board of Zoning Appeals to fully consider all aspects of a request for appeal, the applicant should provide in writing any information reasons, or justification that will allow the Board to determine the appeal request. Please attach these comments on a separate sheet titled "Justification for appeal"
  - (1) Five (5) copies of the Zoning Administrators interpretation and/or notice of violation
- F. Three copies of the list of names, addresses of property owners within 300 feet of the site must accompany each application. These must be acquired from the Montgomery County Auditor's Office in the Court House in Dayton, Ohio or at [www.mcrealestate.org](http://www.mcrealestate.org), (Click on "Search for Property Records").

- G. A check for the application fee made payable to the City of Trotwood.
- H. Upon completion of review of the application for the Trotwood Board of Zoning Appeals, you will be notified in writing when the hearing date of your application is scheduled. Failure of applicant to attend the Public Hearing may result in favor of the Zoning Administration's decisions.
- I. Applicant may withdraw his application during any stage of its processing by giving written notice to the Trotwood Board of Zoning Appeals; however, the application fee is non-refundable.