

City of Loveland  
 Building & Zoning Department  
 120 W. Loveland Ave.  
 Loveland, Ohio 45140  
 www.lovelandoh.com  
 O-513-683-0150  
 F-513-583-3032



**Application for Notice of Appeal before the Board of Zoning Appeals**

	NAME	ADDRESS, CITY, STATE, ZIP	PHONE/FAX
OWNER/APPLICANT (PERSON AGGRIEVED)			

Address of Subject Appeal: \_\_\_\_\_

Provide/attach description of the specific grounds that the appeal is based on:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

As the owner/applicant applying for the subject appeal, I hereby attest to the truth and exactness of all information that has been submitted.

Signature of Owner/Applicant: \_\_\_\_\_ Date \_\_\_\_\_ Case No. \_\_\_\_\_

Appeal fee of \$100.00 due at the time of application.

It shall be the appellant's sole responsibility to do all legal notices and publication required by law. At the hearing, any party may appear in person or be represented by an agent or attorney.

(d) Public Hearing by the Board of Zoning Appeals. The Zoning Administrator shall establish a date for a public hearing within 30 days after the receipt of an application for a variance or a notice of appeal; provided that the date for said public hearing is satisfactory to the Board of Zoning Appeals and the applicant. The hearing on the appeal or variance shall be held within 40 days of receipt of application for the variance or the notice of appeal.

(e) Notice of Public Hearing in Newspaper. Before holding the public hearing required in subsection (d) hereof notice of such hearing shall be given by publication in a newspaper of general circulation in the City not less than **ten days (10)** prior to the hearing. The notice shall set forth the time and place of the public hearing and the nature of the proposed appeal or variance. The initiating party shall provide at its cost the publication of the notice and shall, on or before the date of the hearings, provide an affidavit confirming compliance with this section, which affidavit shall have attached thereto a "proof of publication" form provided by the publishing newspaper.

(f) Notification of Board of Zoning Appeals Hearing. Written notice of the public hearing provided by subsection (d) hereof shall be provided to the owners of the real property within the area covered by the application for the variance and to the owners within 300 feet in any direction of the boundaries of the area covered by the application, within the City of Loveland. For the purposes of this section, the word "owners" shall mean those persons appearing on the county's current tax duplicate as the owners of fee simple title to the real properties. Such written notice shall be provided at least **ten days (10)** prior to the date of the hearing by hand delivery, or by posting it by prepaid ordinary U.S. mail at the address listed upon the tax duplicate for each such owner. The written notice shall contain the same information as required of notices published in newspapers as specified in subsection (e) hereof. When the proposed variance has been initiated by the City, the City shall provide at its cost the hand or postal delivery provided herein above. When the proposed variance has been initiated by a party other than the City, the initiating party shall provide at its cost the hand or postal delivery provided herein above and shall file with the Board of Zoning Appeals on or before the date of the hearing an affidavit confirming compliance with the provisions of this section. The failure to hand deliver or mail the notice provided by this section shall not, however, invalidate any action of the Board of Zoning Appeals on the variance application.