

BEAVERCREEK TOWNSHIP BOARD OF ZONING APPEALS

SPECIAL INSTRUCTION TO APPLICANT

The applicant should forward the following information to:

Beavercreek Township Zoning Inspector
1981 Dayton Xenia Rd
Beavercreek, Ohio 45434

1. Complete application for Variance, Conditional Use, or Appeal in eleven (11) copies.
2. Attach a map of the area designating the site involved. Maps may be acquired at the Greene County GIS Office, 69 Greene Street, Xenia, Ohio or the Greene County web site: www.co.greene.oh.us.
3. A plot plan of the site involved. The plot can be a single line drawing showing lot size and building locations on the lot/parcel.
4. Any other plans, brochures, pamphlets, or applicable material relating directly to the case.
5. One list of names, addresses or property owners within 500 feet of the site must accompany each application. (These may be acquired from the Greene County GIS Office, 69 Greene Street, Xenia, Ohio or the Greene County web site: www.co.greene.oh.us)
6. A check made out to **Beavercreek Township**:
\$150.00 for Conditional Use Application.
\$150.00 for Variance Application.
\$100.00 for an Appeal.
7. Upon completion of the application for the Beavercreek Township Board of Zoning Appeals, you will be notified by written notice when the hearing date of your application is scheduled. Failure of the applicant to attend will result in a delay of a decision or cancellation of the case.
8. Applicant may withdraw his application during any stage of its processing by giving written notice to the Beavercreek Township Board of Zoning Appeals.
9. Applications to be heard the following month must be in the possession of the Township Zoning Inspector thirty (30) days prior to the third Wednesday of each month.