

**2019**  
**BOARD OF ZONING APPEALS**  
**Application Requirements & Meeting Schedule**

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- The Board of Zoning Appeals is scheduled to meet on the second Wednesday of each month, at 6:30PM\*\*, in Council Chambers at the Sharonville Municipal Building (10900 Reading Road).
- Please Note: All deadlines listed below are at noon on the date listed. All required documentation and payments must be submitted at or before this deadline.
- The meeting agenda will be scheduled on a first-come first-served basis. Meeting the deadline date does not guarantee that you will be placed on the docket, as the meeting docket may already be full.
- The following must be included with your application in order for it to be considered complete:
  - Completed application form (printed and signed).
  - **8 Printed Copies** of all supporting documentation to be distributed to the Board of Zoning Appeal Members
  - **1 Digital Copy** of all supporting documentation submitted by emailed to the City Planner, Sarah Dircks at sdircks@cityofsharonville.com.
  - Full payment of the application fee

Meeting Date	Deadline <i>(by 12:00pm)</i>
<b>January 9, 2019</b>	Friday, December 21, 2018
<b>February 12, 2019</b>	Monday, January 28, 2019
<b>March 13, 2019</b>	Monday, February 25, 2019
<b>April 10, 2019</b>	Monday, March 25, 2019
<b>May 8, 2019</b>	Monday, April 22, 2019
<b>June 12, 2019</b>	Tuesday, May 28, 2019
<b>July 10, 2019</b>	Monday, June 21, 2019
<b>August 14, 2019</b>	Monday, July 29, 2019
<b>September 11, 2019</b>	Monday, August 26, 2019
<b>October 9, 2019</b>	Monday, September 23, 2019
<b>November 13, 2019</b>	Monday, October 28, 2019
<b>December 11, 2019</b>	Friday, November 22, 2019

*Updated 11/19/18*

**\*\*Please Note:** The Planning Commission (PC) meeting is scheduled to begin at 7:00pm, but will depend upon the duration of the Board of Zoning Appeals (BZA) meeting. Cases that require both BZA & PC approval will be heard by both bodies simultaneously as the last item(s) on the BZA agenda and first item(s) on the PC agenda.

**2019**  
**PLANNING COMMISSION**  
**Application Requirements & Meeting Schedule**

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- The Planning Commission meeting is scheduled to meet the second Wednesday of each month, at 7:00PM\*\*, in Council Chambers at the Sharonville Municipal Building (10900 Reading Road).
- Please Note: All deadlines listed below are at noon on the date listed. All required documentation and payments must be submitted at or before this deadline.
- The meeting agenda will be scheduled on a first-come first-served basis. Meeting the deadline date does not guarantee that you will be placed on the docket, as the meeting docket may already be full.
- The following must be included with your application in order for it to be considered complete:
  - Completed application form (printed and signed)
  - **3 Printed Copies** of all supporting documentation.
  - **1 Digital Copy** of all supporting documentation submitted by emailed to the City Planner, Sarah Dircks at [sdircks@cityofsharonville.com](mailto:sdircks@cityofsharonville.com).
  - Full payment of the application fee

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