

2021
BOARD OF ZONING APPEALS
Application Requirements & Meeting Schedule

- 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 times are **noon** on the dates listed below. All required documents and payments must be submitted at or before this deadline.
- Call staff if you have any questions prior to submitting at **513-563-0033**.
- 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 and **signed** application form.
 - Full payment of the application fee (\$75 Residential / \$150 Commercial).
 - Digital copy of supporting documents must be emailed for meeting slides.
- Application submission options:
 - Drop off/mail application and payment to 10900 Reading Road.
 - Email application to Gina Good, ggood@cityofsharonville.com, for processing.

Meeting Date	Deadline for Application <i>(by 12:00 pm)</i>
January 13, 2021	December 18, 2020
February 10, 2021	January 20, 2021
March 10, 2021	February 17, 2021
April 14, 2021	March 17, 2021
May 12, 2021	April 21, 2021
June 9, 2021	May 19, 2021
July 14, 2021	June 16, 2021
August 11, 2021	July 21, 2021
September 8, 2021	August 18, 2021
October 13, 2021	September 15, 2021
November 10, 2021	October 20, 2021
December 8, 2021	November 17, 2021

****Please Note: The Planning Commission (PC) meeting is scheduled to begin at 7:30pm, 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. In the event there are no items on the BZA meeting agenda, proper notification will be distributed and the PC meeting will begin at 6:30.**

2021
PLANNING COMMISSION
Application Requirements & Meeting Schedule

- The Planning Commission 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 times are **noon** on the dates listed below. All required documents and payments must be submitted at or before this deadline.
- Call staff if you have any questions prior to submitting at **513-563-0033**.
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