

2023
BOARD OF ZONING APPEALS
Application Requirements & Meeting Schedule

- **ATTENTION: Appeals or Variance applications associated with code enforcement cases must be submitted by the compliance date detailed on the issued Courtesy Letter or Violation Enforcement Notice.**
- 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.
- Call staff if you have any questions prior to submitting, **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 application form (Must be **signed**).
 - 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 Gabriel Rhoads, grhoads@cityofsharonville.com for processing.

Meeting Date	Deadline for Application <i>(by 12:00 pm)</i>
January 11, 2023	December 21, 2022
February 8, 2023	January 18, 2023
March 8, 2023	February 15, 2023
April 12, 2023	March 15, 2023
May 10, 2023	April 19, 2023
June 14, 2023	May 17, 2023
July 12, 2023	June 21, 2023
August 9, 2023	July 19, 2023
September 13, 2023	August 16, 2023

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October 11, 2023	September 20, 2023
November 8, 2023	October 18, 2023
December 13, 2023	November 15, 2023

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PLANNING COMMISSION
Application Requirements & Meeting Schedule

- The Planning Commission meets 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.
- Call staff if you have any questions prior to submitting, **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 application form (Must be **signed**).
 - Full payment of the application fee (\$75 Residential/ \$150 Commercial)
 - Digital copy of supporting documents must be emailed for meeting slides.
- Application Submission options:
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 - Email application to Gabriel Rhoads, grhoads@cityofsharonville.com for processing.

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August 9, 2023	July 19, 2023
September 13, 2023	August 16, 2023
October 11, 2023	September 20, 2023
November 8, 2023	October 18, 2023
December 13, 2023	November 15, 2023