

# APPLICATION TO THE MARIEMONT PLANNING COMMISSION FOR PUBLIC HEARING

VILLAGE OF MARIEMONT, OHIO - BUILDING DEPARTMENT  
6907 WOOSTER PIKE MARIEMONT, OHIO 45227  
513.271.3315 TELEPHONE 513.271.1655 Fax

**Building Department Hours**  
Office Hours: Monday through Friday 8:30 am – 12:30 pm

- PROPERTY VARIANCE
- SIGNAGE VARIANCE
- CONDITIONAL USE VARIANCE
- SUBDIVISION OF LAND
- PLANNED UNIT DEVELOPMENT (PLEASE CHECK TYPE OF HEARING REQUESTED)
- REZONING
- CONDOMINIUM CONVERSION
- ZERO LOT LINE CONVERSION

1. Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Mariemont Zoning: \_\_\_\_\_
2. Parcel ID Number (per Hamilton County Auditor): \_\_\_\_\_
3. Owner of Record: \_\_\_\_\_
4. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Applicant's Name (if other than Owner of Record): \_\_\_\_\_  
(Provide documentary evidence that Applicant is authorized to represent Owner of Record)
6. Briefly describe the nature of the Application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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7. In compliance with the requirements of the Village of Mariemont, Ordinance NO. 0-44-83, the following items must be submitted in support of the Application.
    - (7) Copies of a letter stating the nature and reasons for the Application
    - (7) Copies of drawing(s) showing the following information and exactly to scale:
      - a. All dimension of the property
      - b. Structure and buildings on the property with dimensions to property lines
      - c. Proposed new work
      - d. Properties adjacent to the proposed work with adjacent structure(s) accurately located
      - e. List of names and addresses of all abutting property owners (this does not include properties across street(s) and or lane(s) from subject property)
      - f. Architectural rendering (if requested by the Planning Commission)
      - g. Colored elevations (if requested by the Planning Commission)
      - h. **\$50.00 Application Fee Check made payable to the Village of Mariemont**
  8. **Application must be received by the Building Department at the Village Office no later than the 1<sup>st</sup> Wednesday of the month, 14 calendar days in advance of the next scheduled Planning Commission Hearing. The regularly scheduled hearings of the Planning Commission are held on the 3<sup>rd</sup> Wednesday of the month at 6:00 PM in the Village Council Chambers.**
  9. Applicant or an authorized agent of the Applicant should be present at the scheduled meeting. The Planning Commission reserves the right to defer action on any application if adequate documentation is not received for the schedules meeting.
  10. The property may be visited by individual Planning Commission members who will telephone prior to coming.

Application by: \_\_\_\_\_  
*(Owner or Agent's Signature)* *Applicant's name – (Print)*

## PLANNING COMMISSION DECISION

- Approved
- Not Approved
- Approved as modified

This Approval is issued subject to conformance in all respects with the condition of the Application and with the Village of Mariemont Ordinance No. 0-44-83. This certificate may be revoked at any time upon the violation of any of these provisions.

\_\_\_\_\_  
Chairman, Planning Commission Date: \_\_\_\_\_