



II Centennial Plaza  
 805 Central Avenue, Suite 500  
 Cincinnati, Ohio 45202  
 Monday- Friday 7:30 am- 4 pm  
 513-352-1559  
[Boards@cincinnati-oh.gov](mailto:Boards@cincinnati-oh.gov)

# ZONING BOARD OF APPEALS

## Appeal Application

Office Use Only  
 Case Number: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

**Section 1. SUBJECT PROPERTY**  
 ADDRESS \_\_\_\_\_ COMMUNITY \_\_\_\_\_  
 PARCEL ID(S) \_\_\_\_\_ HILLSIDE DISTRICT:  Yes  No  
 BASE ZONING CLASSIFICATION \_\_\_\_\_ ZONING OVERLAY (if applicable) \_\_\_\_\_  
 HISTORIC DISTRICT:  No  Yes: (name) \_\_\_\_\_  
 Non-Residential Project  Residential Project (RCO) One -, Two -, and Three- Family Dwelling

**Section 2. ZBA APPLICANT**  
 NAME \_\_\_\_\_ CONTACT PERSON (if legal entity) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 EMAIL \_\_\_\_\_ RELATIONSHIP TO OWNER (if not owner) \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

**Section 3. SUBJECT PROPERTY OWNER**  
 NAME \_\_\_\_\_ CONTACT PERSON (if legal entity) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 EMAIL \_\_\_\_\_ RELATIONSHIP TO OWNER (if not owner) \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

**Section 4. NATURE & AUTHORITY OF APPEAL**  
 Indicate the appropriate Section of 1449-03 that qualifies you to make an appeal: \_\_\_\_\_  
 Case number of decision/order being appealed: \_\_\_\_\_  
 Date decision/order was issued: \_\_\_\_\_  
 Director of Buildings and Inspections (1449-13)  
 Zoning Hearing Examiner (1449-15)  
 Historic Conservation Board (1449-15)

**Section 5. JUSTIFICATION FOR APPEAL**  
 You must attach a written statement explaining in detail the basis of your appeal.

**Section 6. SUBMISSION REQUIREMENTS**

- All appeal application transactions must be completed by 4:00pm. No exceptions.
- Non-refundable application fee of \$300.00 payable by check to the City of Cincinnati.
- Attach a copy of the decision/order being appealed.
- The applicant is required by Section 1449-15(b) of the Zoning Code to file within 21 days of the notice of appeal a complete record of the proceeding along with the transcript of all testimony.

**Section 7. SIGNATURE.** The undersigned does hereby certify that the information provided in connection with this application is, to the best of his or her knowledge, true and correct.  
 Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# Checklist for Appeal Applications to the **ZONING BOARD OF APPEALS**

Appeals to the Zoning Board of Appeals (“ZBA”) involve a two-step process. The ZBA will not schedule a hearing unless the appellant satisfies all necessary requirements before the applicable deadlines. **All appeal application transactions must be completed by 4:00 p.m. No exceptions.**

## **Phase I—Notice of Appeal**

- A completed application form
- A letter explaining in detail the reason for filing the appeal
- A copy of the decision, order, or letter that is being appealed
- A non-refundable application fee: \$300. Check payable to City of Cincinnati

Appeals that **do not** proceed to Phase II (director’s determination, etc.) require nine (9) hard-copies of all case materials listed above, bound together, indexed, and all pages numbered with a table of contents, AND one (1) digital copy in PDF format on a thumb drive.

## **Phase II—Perfection of the Appeal**

Phase II applies to appeals from a hearing before the Historic Conservation Board Hearing or Zoning Hearing Examiner.

All appeals from a hearing require the appellant to file a full record of that hearing, including a notarized transcript. The appellant bears the burden of producing the full record, including transcription fees.

The appellant must file nine (9) hard-copies and one (1) digital copy in PDF format on a thumb drive of the full record and notice of appeal within 21 days of filing the notice of appeal. All filings must be spiral bound, indexed, and all pages numbered with a table of contents. The filing must include the following documents:

- Nine hard copies spiral bound, indexed, and all pages numbered with a table of contents
- One digital copy in PDF format provided by thumb drive
- All documents from the Phase I filing (application, justification letter, copy of decision)
- Notarized transcript from the hearing
- Full record of the hearing

The ZBA meets the third Thursday of each month, but all meeting dates are subject to a quorum confirmation. Learn more about the ZBA by visiting [www.cincinnati-oh.gov/boards](http://www.cincinnati-oh.gov/boards) - select Zoning Board of Appeals.