



CITY OF KETTERING
Planning and Development Department

BOARD OF ZONING APPEALS

INSTRUCTIONS: For Making Application to the Board of Zoning Appeals

1. This BZA application is to be filed with the Clerk of Council, City of Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429. Full applications with a properly signed application form may be submitted electronically at www.ketteringoh.org.
2. The required filing fee shall be in accordance with the City of Kettering Schedule for Permits, Inspections, Certificates and Fees payable at the time of application.
3. Attach the following information to the form:
 - a. All required exhibits in electronic pdf format. One (1) paper copy of the required exhibits, drawn to scale may be submitted if electronic is not available. This application will not be considered Complete until all exhibits and fees are submitted.
 - b. Any supplemental information which would be helpful to the reviewing body in making its decision.
4. The person making this application must sign at the end of this application form for this form to be complete. If the applicant is not the property owner, than a separate Appointment of Agent Form must accompany this application. The Appointment of Agent form must include the notarized signature of at least one of the owners of the property that is subject to the submitted application.

Your application will be assigned a case number, and you will be advised in writing as to the date your case is scheduled for a hearing before the Board of Zoning Appeals.

A complete application form and all required exhibits must be filed a minimum 13 working days before the BZA meeting held on the second or fourth Monday of each month. The City of Kettering reserves the right to postpone the public hearing if the application is incomplete or if there are not sufficient cases or a quorum does not exist.



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APPLICATION FOR BOARD OF ZONING APPEALS

Date Filed: _____

Location: _____

Requested Action: _____
Description: _____

APPLICANT INFORMATION

Applicant Name: _____
Business Name: _____
Phone 1: _____
Phone 2: _____
Applicant Address: _____

Property Owner: _____
Business Name: _____
Phone 1: _____
Phone 2: _____
Address: _____

Agent for Property Owner Name: _____
Business Name: _____
Phone 1: _____
Phone 2: _____
Address: _____

FILING FEE

Fee: \$ _____
Paid: \$ _____
Balance: \$ _____



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REQUIRED EXHIBITS AND FILING FEE MUST ACCOMPANY THE FILING OF THIS APPLICATION.

The undersigned applicant named in the foregoing application, being first duly sworn, states that all the facts are true to the best of the applicant's knowledge.

APPLICANT

TITLE

State of Ohio)
) SS:
County of Montgomery)

Sworn to and subscribed in my presence on the _____ day of _____ 20____,
by _____, as his/her voluntary act and deed.

NOTARY PUBLIC

My Commission Expires: _____



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APPOINTMENT OF AGENT

The undersigned, owner(s) of the real property described in the attached Exhibit "A" (the "Property"), do hereby appoint and expressly grant full authority to _____
 _____ "Agent" to act
 as the sole agent of and in behalf of the undersigned in all matters related to and in connection
 with the application for _____

for the Property (the "Application"). The undersigned hereby consents and agrees to be bound by
 its Application information and by any agreement made by the herein named Agent with the City
 of Kettering in connection with Owner's Application.

 Owner's signature

 Owner's printed name

Date: _____, 20____

 State of Ohio)
) SS:
 County of Montgomery)

Sworn to and subscribed in my presence on the _____ day of _____ 20____,
 by _____, as his/her voluntary act and deed.

 NOTARY PUBLIC

My Commission Expires: _____