



City of Oakwood

Government Administration

Inspectional Services

Dear Property Owner or Agent:

The attached application must be completed if you wish to petition for approval to use your property in a way not expressly permitted by Oakwood's Zoning Code. There are two points to consider as you begin the process of seeking an exception to the code.

First, our city is a very special place and we are proud of its unique heritage and character. In large part, the community's ambiance and property values can be linked directly to the strict enforcement of a zoning code that governs the use of property throughout the city. Our regulations are in place to protect you as well as the neighborhood in which you live or work.

Second, the Oakwood Zoning Code is a "permissive" one. That is, regulations prescribe the permitted property uses. If the code does not specifically "permit" a use, it is either prohibited or allowed only as a "special use," "conditional use" or "variance."

Our City Charter and Zoning Code provide for the establishment of a Board of Zoning Appeals and a Planning Commission. Both bodies are comprised of citizen volunteers who are appointed by City Council.

The Board of Zoning Appeals (BZA) is a five person board that hears requests from property owners who want to undertake projects that vary from the zoning rules. Besides granting variances, the BZA is also empowered to hear appeals from any order, decision or determination of the Building Commissioner, who is a member of city staff.

The Planning Commission also has five members and is empowered to approve or deny requests to use property under special conditions. These special conditions typically take the form of exceptions to the code and are termed "special uses." The Commission may also grant variances in specific situations and can recommend to Oakwood City Council changes in the Zoning Code itself.

It is important that you clearly understand the code as it relates to your specific circumstance; the code is available in its entirety on the city's website. City staff stands ready to assist you through the application process. We are here to interpret and enforce the code, and also to make sure you have submitted all of the information necessary to properly process your application. At times during the process, we may request additional information or documents. The actual time it takes to complete the process is dependent upon the complexity of an application and the completeness and accuracy of the supporting documentation.

For all applications, city staff must provide a presentation to the BZA or Planning Commission. Please understand that city staff cannot guarantee that the BZA or Planning Commission will approve your application. In some instances, approval of a proposal may be subject to certain conditions imposed by either the BZA or Planning Commission. City staff will share concerns with you before the hearing; our opinion, however, should not deter you from continuing with your request.

One final point - we have found over the years that sharing your plans with your neighbors before a scheduled public hearing can be very beneficial. It is not only common courtesy, but it can also serve as a good way to address important issues before the BZA or Planning Commission hearings.

If you have any questions or concerns about the application process, please contact me at (937) 297-2920 or kroger@oakwoodohio.gov.

Sincerely,



Ethan M. Kroger
Code Enforcement Officer

**CITY OF OAKWOOD
BOARD OF ZONING APPEALS/PLANNING COMMISSION APPLICATION**

Please submit one paper copy or a digital set of building plans, drawn to scale, and an Ohio Registered Civil Engineer or Surveyor's plat of survey with the application. Any proposed structures must be included on said survey, if applicable. All costs incurred by the city in processing the application will be charged to the applicant. A copy of the deed and easement may also be required.

1. Project Address _____
2. Applicant _____ Telephone _____
3. Owner _____ Telephone _____
Address _____
Email _____
4. Applicant is (check one) Owner (___) Agent (___) or other _____
If rented or leased property, name of owner and/or Lessor _____
(Submit letter of authorization from owner)
5. Legal description of subject property (check one):
(___) Single Family (___) Multiple Family (___) Business
6. Request: The applicant requests the following proposed use and/or improvement:

I hereby certify that all of the above statements and all accompanying information and drawings are correct and true.

(Signature of Applicant) / (Date)

FOR STAFF USE ONLY

(___) Planning Commission (___) Board of Zoning Appeals

Application #: _____ Date Filed: _____

Date of Public Hearing: _____

Reason for Hearing: _____

Recommendation of the Planning Commission or Board of Zoning Appeals:

Special Use or Variance (Granted/Denied): _____

Permit(s): _____