

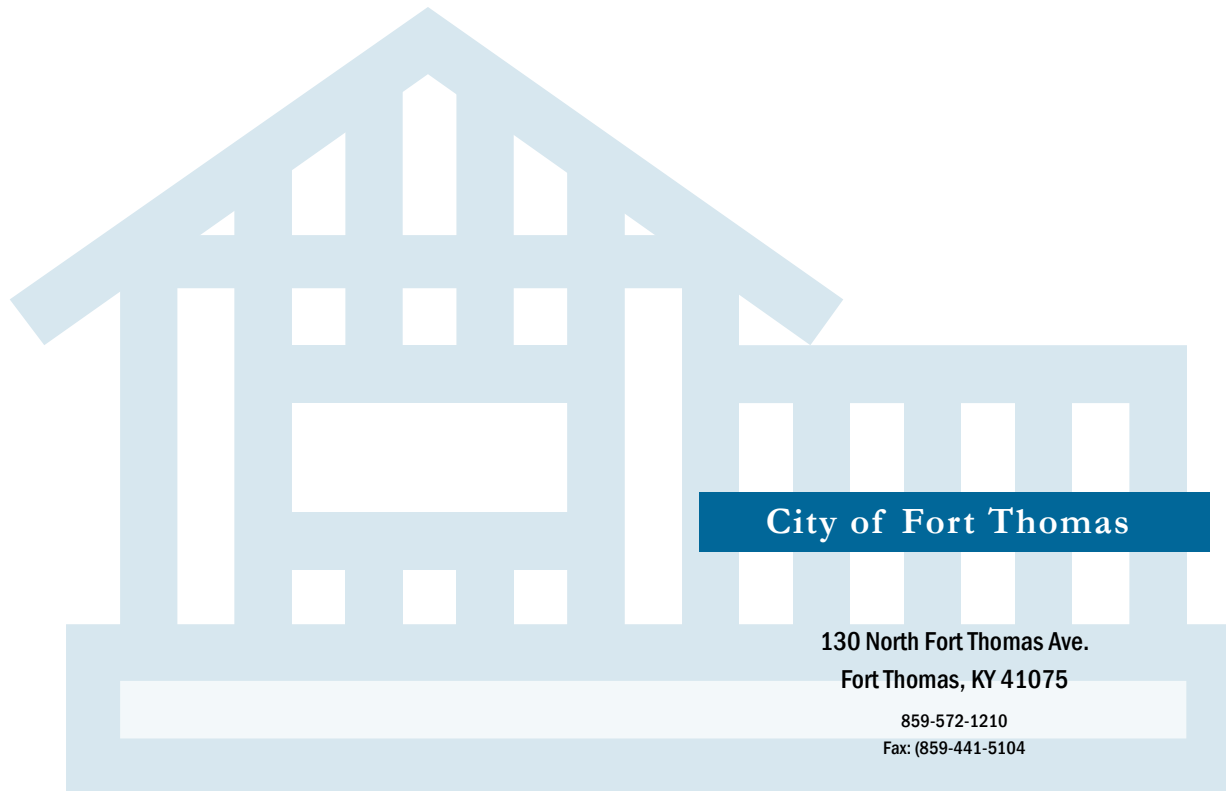
WHO TO CONTACT

GENERAL SERVICES DEPARTMENT

Ralph Hopper, Zoning Administrator

(859)-572-1224

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City of Fort Thomas

**BOARD OF
ADJUSTMENT
PROCEDURES**



Established in 1867

Tel: 859-572-1210

Board of Adjustment

When do I need to obtain a variance

If you are unable to maintain the setbacks as set forth in the Official Zoning Ordinance, you have the option of making application to the Board of Adjustment for a variance. This variance, if granted, will allow you to build your project closer to the lot line than would ordinarily be permitted.



When does the Board of Adjustment meet?

They meet on the fourth Tuesday of the month at 6:00 p.m. in the City Council Chamber at the City Building. The application is due in by the first Tuesday of the month to the General Services Department.

How much does this application cost?

The fee for application to the Board of Adjustment for a variance request is \$96.00 and \$121 for a conditional use permit and an appeal. These fees include required filing fees of \$21.

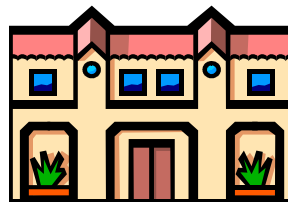
APPLICATION PROCEDURE

What is necessary with the application?

A form with the basic information needs to be filled out, which needs to be notarized. Included in this form are four statutory requirements for granting a variance that must be addressed. These are:

1. The required variance arises from special circumstances which do not generally apply to land in the general vicinity, or in the same zone.
2. That the strict application of the provisions of this ordinance would deprive the applicant of a reasonable use of the land or would create an unnecessary hardship on the applicant.
3. Such special circumstances are not the result of action of the applicant taken subsequently to the adoption of this ordinance.
4. Reasons that the variance will not adversely affect the public health, safety and welfare, and will not alter the essential character of the vicinity and will not cause a hazard or nuisance to the public.

These are the grounds on which the Board can grant a variance and a written response to these four items is required with the application.



A site plan is also required which shows the exact distance your project is intended to be located from the lot line. A complete set of plans is not necessary, however you will need to indicate the size and basic structural elements of the proposed project.



What happens after I make application?

A notice will be placed in three different areas:

1. A legal ad in the newspaper
2. A certified letter will be sent to all adjoining property owners.
3. A notice will be placed on a pole closest to you property.

What happens at the meeting?

You will be given the opportunity to present your case to the Board. The members may ask you questions regarding your proposed project. Any persons wishing to address the Board will be given the opportunity to do so. The Board will deliberate and in most cases will render a decision that evening. If your variance request is granted you will then be required to obtain a building permit from the General Services Department.

City of Fort Thomas

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