

**Ohio Township Board of Zoning Appeals  
2877 Mt. Pisgah Rd  
New Richmond, Ohio 45157**

Instructions for Form 4, under Article VIII Ohio Township Zoning Resolution

Dear Appellant:

Please fill out the top of form number 4, Name Address, Day time phone number, email Address, and Parcel Identification number. Please indicate if you are the property Owner, if not you then who is?

We need a list of all property owners within three hundred (300) feet; North, South, East and West of your property we are required to notify them of this Board of Zoning Appeals hearing. You can access this information on the Web site of the Clermont County Auditor's Office.

Section #1 is an **appeal of the Decision of the Zoning Inspector** we require a Fee of \$250.00 in a check or Money order made Payable to Ohio Township.

Section #2 is a **request for a Variance** we require a Fee of \$250.00 in a check or Money order made Payable to Ohio Township.

On bottom of page 1, where it says Appellant X\_\_\_\_\_ please sign and PRINT your NAME.

**\*Please mail this completed form to Ohio Township Zoning Inspector  
2877 Mt. Pisgah Rd New Richmond, Ohio 45157.**

**Some items you might bring to this Hearing: Drawings, photos, diagrams, Building Plans,  
and a copy the property Survey.**

Sincerely,

Leslie C. Smith  
Ohio Township Zoning Inspector  
2877 Mt. Pisgah Rd  
New Richmond, Ohio 45157  
Office Phone: 513-553-2300\*3  
Fax number: 513-553-6747  
Cell Phone: 513-607-3382  
Email: ohtwpzoning@gmail.com