

**OPERATING RULES OF THE AMBERLEY VILLAGE PLANNING
COMMISSION AND BOARD OF APPEALS
ADOPTED FEBRUARY 15, 1980
REVISED JANUARY 6, 2003**

Requests of Amberley Village residents or their legally appointed representatives to have a matter placed on the agenda for either a regular or a special meeting must comply with the following:

1. Requests must be in writing and signed by the property owner or his/her legally appointed representative. In the case of a representative, clear documentation of appointment must be provided.
2. The request must be addressed to the Amberley Village Planning Commission or to the Amberley Village Board of Zoning Appeals, whichever is appropriate, at 7149 Ridge Road, Cincinnati, Ohio 45237, and must be received at the office not later than 4:30 P.M. twenty-one calendar days in advance of the meeting. (Example: for a meeting scheduled on Monday, the deadline would be 4:30 P.M. on the second Monday preceding the meeting day).
3. The request must clearly and completely cover the purpose for the requested appearance and the subject matter to be discussed. Ten (10) copies of relevant maps, drawings, or sketches are to be provided.
4. Notice of the meeting date will be put in the mail by the Village staff to interested property owners no later than 4:30 P.M. ten calendar days prior to the meeting. A general and brief description of the subject matter to be covered will be included in the notice.
5. Meetings must be attended by the resident or his/her designated representative.
6. Regular meetings are held the first Monday of each month at 7:00 P.M. whenever there is business to be handled.
7. Special meetings may be called by the Chairman with a minimum of 24 hours prior notice.
8. All meetings are open to the public.