

**INFORMATION REQUIRED BY AMBERLEY VILLAGE FOR  
CONSIDERATION OF A ZONING APPROVAL**

1. An accurate plat of the complete property is to be provided (to scale) displaying all property lines and their lengths, also showing the property's frontage on the public street.
2. The plat must show all existing structures on the property and their exact locations in terms of distances from front, side, and rear lot lines. The size (dimensions) of each structure must be provided.
3. The proposed structure must be described and its size (dimensions) must be provided. Three complete sets of plans are to be provided for zoning review by Amberley Village. The exact location of the proposed structure is to be provided in terms of distances from front, side, and rear lot lines. Front yard setbacks are to be measured from the right-of-way line.
4. The attached letter of request for zoning approval of the proposed structure must be provided, certifying that the attached plat and measurements are accurate. The letter must be signed by the owner of the property upon which the proposed structure is to be constructed.
5. Following the submission of the above information and letter, the Village may require the submission of additional information where required to determine compliance with the Amberley Village Code of Ordinances.
6. Yard sprinkler systems, electrical invisible fences, and other private utilities are not permitted in the public right-of-way. Violation of this regulation will result in court action against those working in the public right-of-way without written permission.
7. For new house plans the following information must be provided:
  - a. total amount of square footage of ground coverage including attached garage
  - b. written calculation of square footage of all rooms in the house excluding closets, halls and storage spaces
  - c. clear ceiling heights of all habitable rooms
8. Contractor's information on request form. Contractor must register with Amberley Village Income Tax Department.

Date: \_\_\_\_\_

Mr. Bernard E. Boraten  
Village Manager  
7149 Ridge Road  
Cincinnati, OH 45237

RE: Zoning Approval

Dear Mr. Boraten:

I hereby request a zoning approval for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The structure is proposed at the following address:

\_\_\_\_\_

I certify the attached plat and measurements are accurate.

Sincerely,

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_

\_\_\_\_\_  
Homeowner's Printed Name

\_\_\_\_\_  
Contractor's Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number (daytime)

**AMBERLEY VILLAGE – BUSINESS TAX QUESTIONNAIRE**

Please return to: Amberley Village  
Income Tax Department  
7149 Ridge Road  
Cincinnati, OH 45237

Business Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Business and/or Amberley Village address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fed. ID # or Soc. Sec. # (for sole proprietor's): \_\_\_\_\_

Nature of Business Activity: \_\_\_\_\_

Type of Business Entity (circle one):           **Corporation**   **S-Corporation**   **Partnership**   **Sole Proprietor**  
**LLC-Single member**   **LLC**   **Non-Profit**   **Other:** \_\_\_\_\_

Date began business in Amberley Village: \_\_\_\_\_ Fiscal/Calendar Year Dates: \_\_\_\_\_

Contact Regarding Profit Taxes: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing address for Profit Taxes: \_\_\_\_\_

Do you own the property where your business is located? (circle one):           **YES**                                   **NO**

If no, give name and address of landlord: \_\_\_\_\_

Will you have employees working in Amberley Village (circle one): **YES – Date began** \_\_\_\_\_ **NO**

# of employees working in Amberley Village: \_\_\_\_\_ # of employees residing in Amberley Village: \_\_\_\_\_

Contact Regarding Payroll Taxes: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing address for Payroll Taxes: \_\_\_\_\_

Does your company lease employees? (circle one): **YES – Name of Co.** \_\_\_\_\_ **NO**

Name and Address of Corporate Officers or Partners (or attach list): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_