

**APPLICATION FOR SUBSTITUTION OF A NONCONFORMING USE
COLERAIN TOWNSHIP BOARD OF ZONING APPEALS**

4200 Springdale Rd
Cincinnati, Ohio 45251
(513) 385-7505; Fax (513) 245-6503

Application number: BZA _____

Owner: _____ Applicant: _____

Property Address: _____

City: _____ State/Zip: _____

Applicant Address: _____

City _____ State/Zip: _____

Phone: _____

Auditor's Book-Page-Parcel Number: **510** -- _____ -- _____

Zoning Classification: _____ Current Use: _____

Proposed Use: _____

Required Documents (8 copies of each document unless noted):

- Signed, typewritten *Justification of Substitution* statement addressing the items listed on the reverse of this page.
- Site Plan (surveyor/engineer's seal may be required).
- Landscaping Plan.
- Lighting Plan including Photometric Detail.
- Building Plans and Elevations, if any changes are proposed.
- Signage Details (wall and ground), if proposed.
- Names and addresses of adjacent Property Owners (use County Auditor's records) – **2 copies**.
- Plat showing adjacent Property Owners – **2 copies**.
- Fees.

<i>Office use only:</i>	<i>Application Fee:</i>	_____
	<i>Legal Notice:</i>	_____
	<i>Mailing/adjacent Property Owners:</i>	_____
	<i>Total Amount Paid:</i>	_____

***An application will not be accepted until and unless all of the above requirements are met.
Failure to appear at the scheduled public hearing may result in dismissal of the application.***

Signature of Property Owner (required): _____

Signature of Applicant (if not the Owner): _____

Justification of Substitution statement:

1. Briefly describe the current (ending) legal nonconforming use, including the date that this use was established. Note that the proposed use to be substituted must be of lesser or equal intensity to the use being replaced.
2. Describe the proposed nonconforming use. Include details of the number of employees, tenants, or residents, as appropriate, hours of operation, customer traffic expected, typical delivery schedules, vehicles and equipment used, typical activities, and any other information necessary to convey the nature of the proposed use.
3. Specify any differences in the nature of the two uses described in (1) and (2) above. For example, the prior use had 10 employees and the proposed use will have 7.
4. Describe any changes proposed for the outside of the building(s) and premises, including any additions/removals, outside storage, fencing, lighting, parking, landscaping, buffering, signage, etc. Any variations to zoning requirements should be specified.
5. Describe all efforts, including those currently in place and any additional which are proposed, to mitigate impacts on the surrounding properties and uses.

You may be asked to provide documentation that the legal nonconforming status of the property has not lapsed. Examples include rent receipts, utility bills, business records, and other verification of ongoing activity at this location.