



# Zoning Appeals Information Sheet

The Zoning Ordinance are the laws of the Village of Fairfax regulating the use of land in the Village and set minimum standards for the use of land and the placement of structures on the land.

The Village is divided into Zoning Districts to separate residential uses from commercial and industrial uses. Buildings are installed at minimum distances from the property lines to provide for light and ventilation between buildings and to prevent fires from spreading between buildings.

When plans are provided to the Zoning and Building Department, they are reviewed for conformance to the provisions of the Zoning Code. If the proposed construction indicated on the plans do not meet the Zoning Code, the applicant needs to revise their plans to be in conformance OR they may make an application to the Board of Zoning Appeals.

The Board of Zoning Appeals is a group of citizens who meet as needed to determine if exceptions or variance may be given to the requirements of the Zoning Code. The Board of Zoning Appeals is a public meeting and by Ohio law, the public must be notified so that anyone who has an interest in objecting to any exceptions to the Zoning Code may be at the public meeting. Fairfax Ordinance 15-1999 requires posting of the meeting notice on all of the public boards in the Village of Fairfax and at the Municipal Building.

Persons applying for a variance to the Zoning Code will be notified as of the date of the hearing. The applicant needs to prepare adequate documents as to why an exception to the Zoning Code is needed. An "Application for Appeal" must be completed and submitted along with additional information listed on the "Application for Appeal".

The Board of Zoning Appeals will hear all matters relative to the asked for exception to the Zoning Code from all concerned parties and render a decision at the meeting to grant or deny the exception to the Zoning Code. If the Variance is granted, the applicant may then take their plans with sufficient information for construction and apply for a Building Permit.

If an applicant's appeal for a variance is denied, the applicant's only recourse is to pursue the matter through the Courts of Common Pleas at Hamilton County.