



Commissioners
 Marilyn Brown, President
 Paula Brooks
 John O'Grady

Administrative Appeal

Revised January 1, 2009



Economic Development & Planning Department
 James Schimmer, Director

Property Information	
Site Address	
Parcel ID(s)	Zoning
Township	Acreage
Water Supply <input type="checkbox"/> Public (Central) <input type="checkbox"/> Private (Onsite)	Wastewater Treatment <input type="checkbox"/> Public (Central) <input type="checkbox"/> Private (Onsite)

Applicant Information	
Name/Company Name	
Address	
Phone #	Fax #
Email	

Property Owner Information	
Name/Company Name	
Address	
Phone #	Fax #
Email	

Agent Information (if applicable)	
Name/Company Name	
Address	
Phone #	Fax #
Email	

Staff Use Only
Case #
Date filed:
Received by:
Hearing date:
Zoning Compliance:

Document Submission
The following documents must accompany this application:
<input type="checkbox"/> Completed form
<input type="checkbox"/> Auditor's map (8 1/2" x 11")
<input type="checkbox"/> Covenants and deed
<input type="checkbox"/> Notarized signatures
<input type="checkbox"/> Proof of water & waste water supply
<input type="checkbox"/> Copy of Administrative Officer's decision
Please see the Application Instructions for complete details

Case #

Describe the decision by an Administrative Officer that is being appealed:

Describe the project

Affidavit

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the County. I hereby certify that I have read and fully understand all the information required in this application form.

_____	_____
Applicant	Date
_____	_____
Property Owner (Signature must be notarized)	Date
_____	_____
Property Owner (Signature must be notarized)	Date

***Agent must provide documentation that they are legally representing the property owner.**

****Approval does not invalidate any restrictions and/or covenants that are on the property.**

Application instructions

Please submit the following:

- 1) **Application Form**
Completed application form with notarized signatures

- 2) **Covenants or deed restrictions.**
Provide a copy of your deed with any deed restrictions
You can find your deed at:
www.franklincountyohio.gov/recorder

- 3) **Auditor's Tax Map.**
Provide a map showing the subject property and all land within 500 feet of the property.
You can find the map at:
www.franklincountyohio.gov/auditor

- 4) **Proof of utility service**
Provide proof from the provider of your water and wastewater services.
Note: If services are provided by a private or public entity, you must provide a letter verifying that you have service or will have access to it. If you're proposing an on-lot septic system or well, please provide information from the Franklin County Board of Health (or appropriate agency).

- 5) **Copy of Administrative Officer's decision**
Provide a copy of the letter or application indicating the decision being appealed