



**HARRISON TOWNSHIP**  
**Board of Zoning Appeals**  
 5945 N. Dixie Drive, Dayton, OH 45414  
 (937) 890-5611 Fax (937) 454-4831  
 www.harrisontownship.org

**APPLICATION FOR ADMINISTRATIVE APPEAL:**

Case Number: \_\_\_\_\_

An appeal from a decision of the Development Director and/or a Notice of Violation by the Harrison Township Zoning Inspector with respect to the interpretation or application of this Resolution may be taken to the Board of the Zoning Appeals by any person aggrieved, or his agent or by any officer to the Township affected by such decision of the Development Director.

Application for Appeal must be presented to Development Director within twenty (20) days of the date that the decision or refusal of the Development Director was rendered, and from which this appeal is taken.

Name of applicant \_\_\_\_\_  
 Mailing address \_\_\_\_\_  
 City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone number \_\_\_\_\_ email \_\_\_\_\_

**SPECIFY THE GROUNDS FOR YOUR ADMINISTRATIVE APPEAL;**

**Location of Appeal:**

Address: \_\_\_\_\_

**Nature of Appeal:**

Describe generally the nature of the appeal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

**\*TOWNSHIP USE ONLY\***

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Date of Public Hearing: \_\_\_\_\_

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**INSTRUCTION FOR ADMINISTRATIVE APPEAL**

A completed application for an Administrative Appeal must be returned to:

Harrison Township Offices  
Development Department  
5945 N. Dixie Drive  
Dayton, Ohio 45414

1. List of all property owners located within 300 feet of the property for which the Administrative Appeal is being requested. These names can be obtained on the current Montgomery County Auditor's tax list or the Montgomery County Treasurer's mailing list at [www.mcrealestate.org](http://www.mcrealestate.org). Addresses must include zip codes and be placed on the attached mailing labels.
2. Attach a copy of the decision by the Harrison Township Development Director and/or a Notice of Violation by the Harrison Township Zoning Inspector that you are appealing.
3. Include any other information and/or material relating directly to the case.
4. Upon completion of the application, you will be notified by written notice when the hearing date of your application is scheduled. Failure of the applicant or agent to attend the meeting may result in a delay of a decision or cancellation of the case.
5. A filing fee of two hundred fifty dollars (\$250.00) was established by the Harrison Township Board of Trustees. Harrison Township accepts Visa/MasterCard/Discover card, cash, check or money order. Please make checks payable to Harrison Township.
6. An applicant may withdraw the application for an Administrative Appeal at any stage of the proceedings, by giving written notice to the Harrison Township Board of Zoning Appeals; however, the application fee is non-refundable.
7. Cut-off date for submission of an application for the next two meeting dates are:

Cut-off Date: \_\_\_\_\_

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

Cut-off Date: \_\_\_\_\_

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

**APPLICANT MUST APPEAR AT THE MEETING**