# Administrative Appeal

## Property Information

<table>
<thead>
<tr>
<th>Site Address</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel ID(s)</td>
<td>Acreage</td>
</tr>
<tr>
<td>Township</td>
<td></td>
</tr>
</tbody>
</table>

## Applicant Information

<table>
<thead>
<tr>
<th>Name/Company Name</th>
<th>Address</th>
<th>Phone #</th>
<th>Fax #</th>
<th>Email</th>
</tr>
</thead>
</table>

## Property Owner Information

<table>
<thead>
<tr>
<th>Name/Company Name</th>
<th>Address</th>
<th>Phone #</th>
<th>Fax #</th>
<th>Email</th>
</tr>
</thead>
</table>

## Agent Information (if applicable)

<table>
<thead>
<tr>
<th>Name/Company Name</th>
<th>Address</th>
<th>Phone #</th>
<th>Fax #</th>
<th>Email</th>
</tr>
</thead>
</table>

## Staff Use Only

<table>
<thead>
<tr>
<th>Case #</th>
<th>Date filed:</th>
<th>Received by:</th>
<th>Hearing date:</th>
<th>Zoning Compliance:</th>
</tr>
</thead>
</table>

## Document Submission

The following documents must accompany this application:

- [ ] Completed form
- [ ] Auditor’s map (8 ½” x 11”)
- [ ] Covenants and deed
- [ ] Notarized signatures
- [ ] Proof of water & waste water supply
- [ ] Copy of Administrative Officer’s decision

Please see the Application Instructions for complete details.
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 Township. 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