



5200 Springfield Street, Suite 100  
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 [www.riversideoh.gov](http://www.riversideoh.gov)

## Appeal Application

PROJECT ADDRESS: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Person to contact \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Check if same as applicant information

*\*Please completely fill out the contact information for the owner if different than the applicant. Applicants will be notified if there are deficiencies with the application, and how to correct it.*

### Application Type (Check One)

Administrative Decision Appeal

Property Maintenance Appeal

Change in Nonconforming Use

### Read the statements below and sign to acknowledge agreement.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above-mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICIAL USE ONLY

Permit No. \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Intake Staff \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ SWPA: \_\_\_\_\_

Parcel ID \_\_\_\_\_

**Grounds for Appeal Form:**

Please answer all of the following questions. Use additional sheets if needed. **A response of yes, no, or N/A is not acceptable.**

- 1. Cite specific provision of the code that are alleged to have been interpreted in error or the specific action being appealed and the grounds on which the appeal is being made.**

- 2. A statement as to why the appellant has standing as an aggrieved party to pursue the appeal.**

- 3. Provide any other relevant information to your appeal.**

**Change of Nonconforming Use Description Form:**

Please answer **all** of the following questions. Use additional sheets if needed. **A response of yes, no, or N/A is not acceptable.**

1. **Description of Existing Nonconforming Use.** Please be as detailed as possible when describing the use and areas in which the use takes place.

2. **Description of New Nonconforming Use.** Please be as detailed as possible when describing the use and areas in which the use takes place.

3. **Is the New Nonconforming Use in the same classification or of a less intensive classification than the first Nonconforming Use?**

4. **Is the New Nonconforming Use no more offensive and as equally appropriate as the first Nonconforming Use?**

**Please submit the completed application along with the following items:**

**Appeal application and description**

- A copy of the recorded deed.
- Drawing of property, survey, or County GIS map
- Grounds for Appeal Form (see page 2) or  
Change of Nonconforming Use Description Form (see page 3)
- If necessary, notarized affidavits, photographs, and other supporting documents – examples may include information from Montgomery County building records, utility bills, tax records, etc.
- A copy of the action or decision being appealed (e.g. notice of violation, stop work order, interpretation letter, etc.)
- Copy of Certificate of Nonconformance (required for Change in Nonconforming Use only)

**Fee (Card, Cash or Check payable to the City of Riverside)**

- Application Fee:
  - (a) Residential **200.00**
  - (b) Non-residential **300.00**

**Resources:**

1. Montgomery County GIS Mapping system can be accessed online by entering the site address at: <https://gis.mcohoio.org/VPCore/VP.html?config=aud>. Enter "RIVERSIDE" as the jurisdiction under the search tool.
2. Deeds and plats can be found at the Montgomery County Auditor's Office, located at the 451 West Third St, telephone: (937) 225-4326. Many deeds, plats and other records are available online at: <https://www.mcreatestate.org/search/commonsearch.aspx?mode=address>

**FULL SITE ADDRESS**

Scale: e.g. 1' = 10'

**R-3 Residential District**

