



BOARD OF SITE ARRANGEMENT
Schedule, Application, & Meeting Information

If you have any questions, please call Community Development at 513-745-8520.

SCHEDULE

Regular meetings are the second Monday of each month at 7:00 p.m. in the East Conference Room of the City Council Chambers, 4343 Cooper Road, Blue Ash, Ohio 45242 (immediately following the Board of Zoning Appeals meeting).

The application deadline is as listed on the Meeting Schedules and Application Deadlines form for the appropriate year. The complete application must be submitted to Community Development by 5:00 p.m. on the due date.

The Board of Site Arrangement is made up of five (5) members appointed by City Council; a quorum of three (3) must be present to transact business. While every attempt is made to hold regularly scheduled meetings, meetings may be cancelled or rescheduled to accommodate the needs of the Board members. Applicants will be notified by Community Development of any such changes.

APPLICATION

Every application to the Board of Site Arrangement must include the following **completed** items:

1. Development Application Form
2. Site Plan Review Checklist
3. A site plan that is reduced to 8½ x 11 (or an electronic file that can be printed at 8½ x 11)
4. A written statement explaining the proposed development
5. Diagrams, photographs, or any other information that can help illustrate or document the application

The required number of plan sets is as follows:

- Residential – seven (7)
- Non-residential – eleven (11)

MEETING

The applicant or another representative MUST attend the hearing, be able to explain the application, and answer questions from the Board about the application. Failure to have a representative at the meeting will result in the item being tabled and rescheduled to the next regular meeting.

The typical hearing process is as follows:

1. The Chair will explain the process
2. The Board will open a hearing on the application
3. The applicant will explain the proposed development to the Board
4. The Board will ask questions about the application
5. The Board will close the hearing
6. The Board will discuss the application and how well it satisfies the decision requirements
7. The Board will move to approve, approve with conditions, deny, or table the application

All Board of Site Arrangement meetings are open to the public.