

**2026**  
**BOARD OF ZONING APPEALS**  
**Application Requirements & Meeting Schedule**

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- **ATTENTION: Appeals or Variance applications associated with code enforcement cases must be submitted by the compliance date detailed on the issued Courtesy Letter or Violation Enforcement Notice.**
- The Board of Zoning Appeals is scheduled to meet on the second Wednesday of each month, at 6:30PM\*\*, in Council Chambers at the Sharonville Municipal Building (10900 Reading Road).
- Please Note: All deadlines listed below are at **noon** on the date listed. All required documentation and payments must be submitted at or before this deadline.
- Call staff if you have any questions prior to submitting, **513-563-0033**.
- The meeting agenda will be scheduled on a first-come first-served basis. Meeting the deadline date does **not** guarantee that you will be placed on the docket, as the meeting docket may already be full.
- The following must be included with your application in order for it to be considered complete:
  - Completed application form (Must be **signed**).
  - Full payment of the application fee (\$75 Residential/ \$150 Commercial)
  - Digital copy of supporting documents must be emailed for meeting slides.
- Application Submission options:
  - Drop off/mail application and payment to 10900 Reading Road
  - Email application to Gabriel Rhoads, [grhoads@cityofsharonville.com](mailto:grhoads@cityofsharonville.com) for processing.

<b>Meeting Date</b>	<b>Deadline for Application</b> <i>(by 12:00 pm)</i>
January 14, 2026	December 24, 2025
February 11, 2026	January 21, 2026
March 11, 2026	February 18, 2026
April 8, 2026	March 18, 2026
May 13, 2026	April 22, 2026
June 10, 2026	May 20, 2026
July 8, 2026	June 17, 2026
August 12, 2026	July 22, 2026
September 9, 2026	September 19, 2026
October 14, 2026	August 23, 2026
November 11, 2026	October 21, 2026
December 9, 2026	November 18, 2026

**2026**  
**PLANNING COMMISSION**  
**Application Requirements & Meeting Schedule**

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- The Planning Commission meets is scheduled to meet the second Wednesday of each month, at 7:00PM\*\*, in Council Chambers at the Sharonville Municipal Building (10900 Reading Road).
- Please Note: All deadlines listed below are at noon on the date listed. All required documentation and payments must be submitted at or before this deadline.
- Call staff if you have any questions prior to submitting, **513-563-0033**.
- The meeting agenda will be scheduled on a first-come first-served basis. Meeting the deadline date does not guarantee that you will be placed on the docket, as the meeting docket may already be full.
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