



II Centennial Plaza  
 805 Central Avenue, Suite 500  
 Cincinnati, Ohio 45202  
 Monday- Friday 7:30 am- 4 pm  
 513-352-1559  
[Boards@Cincinnati-OH.gov](mailto:Boards@Cincinnati-OH.gov)

Office Use Only	
Order #:	_____
Order Date:	_____
BHA Hearing:	_____
BHA Case #:	_____

## NOTICE OF APPEAL TO THE BOARD OF HOUSING APPEALS

### SUBJECT PROPERTY

Site Address: \_\_\_\_\_  
 Hamilton Co. Parcel ID No.: \_\_\_\_\_

### APPLICANT INFO PROPERTY OWNER OTHER \_\_\_\_\_ (AGENT, ATTORNEY, ARCHITECT, ETC.)

Name: \_\_\_\_\_  
 Contact Person (if legal entity): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### PROPERTY OWNER INFORMATION SAME AS ABOVE

Name: \_\_\_\_\_  
 Contact Person (if legal entity): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### RELIEF REQUESTED

Provide a simple statement of the relief requested (*see attached* will not be accepted):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### REQUIRED ATTACHMENTS

- Written Order/Decision  Supporting Statement/Explanation Letter  Digital copy of all materials (cd, flash drive)
- \$100 Non-Refundable Application Fee For Appeal From Director's Decision, PMCE or CRA.  
Payable by check issued to City of Cincinnati
- Other: \_\_\_\_\_

All appeal application transactions must be completed by 4:00 p.m. No exceptions.

I certify that all statements and documents that I provide with reference to this application are accurate, complete, and true to the best of my knowledge and belief. I further acknowledge that my application will be deemed incomplete for the failure to timely comply with any requirement of this application, which non-compliance may result in delays in the scheduling and resolution of my application.

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

# Board of Housing Appeals

II Centennial Plaza  
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## FREQUENTLY ASKED QUESTIONS

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**PLEASE NOTE:** This information is supplied for your convenience. Your attention is directed to the full text and provisions of Chapter 1101 Cincinnati Building Code, The Cincinnati Property Maintenance Code and the Ohio Revised Code Chapter 3735 for community reinvestment areas related appeals.

- 1. WHAT MAY BE APPEALED TO THE BOARD?** Persons adversely affected by the following:
  - A final, appealable decision, order or adjudication issued by the Director pursuant to Sections 1101-80.2 or 1101-80.3;
  - A final, appealable decision, order or adjudication issued by the Community Reinvestment Area Housing Officer;
  - A final, appealable decision, order or adjudication pursuant to the enforcement of the property maintenance provisions of the Cincinnati Building Code, unless the subject matter of the appeal falls within the jurisdiction of another City board of appeals.
  
- 2. WHEN MUST AN APPEAL BE FILED?** All appeals shall be filed within thirty (30) days from the issuance of the notice of violation, decision, order or adjudication appealed from. **All appeal application transactions must be completed by 4:00 p.m. No exceptions.**
  
- 3. HOW DO I FILE?** Complete application and submit it to the Staff Attorney to the Board of Housing Appeals:

II Centennial Plaza  
5<sup>th</sup> Floor of Permit Center  
805 Central Avenue, Suite 500

The application must be accompanied by:
  - A copy of the written decision, order or adjudication appealed;
  - A supporting statement or argument to be offered for the Board's consideration;
  - A digital copy of all materials being submitted (cd, flash drive, etc.);
  - A non-refundable filing fee, check made payable to the City of Cincinnati.
  
- 4. WHAT AUTHORITY DOES THE BOARD HAVE?** The Board has authority to modify or reverse a decision, order, or adjudication provided the appellant demonstrates by a preponderance of the substantial, reliable and probative evidence that the decision, order, or adjudication is illegal, arbitrary, capricious, unreasonable, unsupported, or otherwise contrary to law.
  
- 5. WHEN ARE THE HEARINGS HELD?** The hearings are held the 1<sup>st</sup> Wednesday of each month at 9:00 AM at 805 Central Avenue, 5<sup>th</sup> Floor, Cincinnati, Ohio 45202. Your case will be set by the board as the caseload and schedule permits. You will be notified 10 days prior to the hearing when your case is scheduled.
  
- 6. HOW WILL I KNOW THE BOARD'S DECISION?** Decisions are made during open session. The decision will be sent to the owner of the property, the appellant and the City agencies involved within 30 days of the final hearing.