

BOARDMAN TOWNSHIP
Planning &
ZONING

BOARD OF ZONING APPEALS APPLICATION: **ADMINISTRATIVE APPEAL**

Applicant _____ Date _____

Address _____ City, State _____ Zip _____

Phone _____ Email _____

Owner (if different than applicant) _____

Address _____ City, State _____ Zip _____

Phone _____ Email _____

REQUIREMENTS

- Fee: \$200 residential/\$400 commercial (exact cash or check made out to Boardman Township, credit accepted with additional fee.)
- Notarized letter stating the grounds upon which the appeal is based, including the Zoning Code section number below and the nature and extent of the variance. (1 original).

XVI - Administration, Section H - Variances and Appeals

- Site plan drawn to scale. (10 copies)
- Letter from property owner (If property owner is not applicant)

Criteria Applicable to Appeals. The Board shall reverse an order of an enforcement official only if it finds that the action or decision appealed:

1. was arbitrary or capricious; or
2. was based on an erroneous finding of a material fact; or
3. was based on erroneous interpretation of this Resolution or zoning law; or
4. constituted an abuse of discretion.

BOARDMAN TOWNSHIP
Planning &
ZONING

XVI – Administration, Section H - Variances and Appeals

d. Application to the Board.

Variances and appeals for which Board action is sought shall be commenced by a person filing an application to the Board on forms as specified by the Zoning Inspector and accompanied by required fees. The application shall specify the grounds upon which the appeal is based and shall contain a notarized signature of the property owner or owner's agent. Applications involving a request for a variance shall specify the section number(s) containing the standards from which a variance is sought and the nature and extent of such variance. Applications involving a specific site shall be accompanied by a plot plan, 10 copies, drawn to scale that includes the following information, where applicable:

e. Plot Plan Requirements.

Applications involving a specific site shall be accompanied by a plot plan drawn to scale that includes the following information, where applicable:

- i. Applicant's name, address, and telephone number.
- ii. Property tax identification number, scale, northpoint, and dates of submission and revisions.
- iii. Zoning classification of petitioner's parcel and all abutting parcels.
- iv. Existing lot lines, building lines, structures, parking areas, driveways, and other improvements on the site and within 50 feet of the site.
- v. For variances requested from any dimensional standard of this Resolution, the plot plan shall include verified measurements of existing conditions and the proposed dimensions or calculations regarding the specific standards from which the variance is sought.
- vi. Any additional information required by the Zoning Inspector or the Board to make the determination requested herein.

BOARDMAN TOWNSHIP
Planning &
ZONING

2019 Meeting Schedule

All Meetings are held at **6:30 PM** at the Boardman Government Center, 8299 Market Street.

Month	Appeal Submission Deadline	Meeting Date
January	1/5/2019	1/22/2019
February	2/2/2019	2/19/2019
March	3/1/2019	3/19/2019
April	4/5/2019	4/23/2019
May	5/3/2019	5/21/2019
June	5/31/2019	6/18/2019
July	7/5/2019	7/23/2019
August	8/2/2019	8/20/2019
September	9/6/2019	9/24/2019
October	10/4/2019	10/22/2019
November	11/1/2019	11/19/2019
December	11/29/2019	12/17/2019