



# Planning & **ZONING**

BOARDMAN TOWNSHIP

## 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. (anything larger than 8.5x11 requires 10 copies anything other than residential requires large site plans)
- Letter from property owner (If property owner is not applicant)

All Meetings are held at **7:00 PM** at the  
Boardman Government Center – 8299 Market Street Boardman, Ohio 44512



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## **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.