



<b>OFFICE USE ONLY</b>	
<b>Case No.:</b>	
<b>Received Date:</b>	
<b>Payment Method:</b>	
[ ] CASH [ ] CREDIT [ ] CHECK No. _____	

## BOARD OF ZONING APPEALS APPLICATION FOR ADMINISTRATIVE APPEAL

(Please Fill Out Entirely in Type or Legible Print)

Applicant Information		
Name:		Contact Person:
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:

Property Owner Information <i>(If the owner is the applicant, please leave blank)</i>		
Owner Name:		Contact Person:
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:

Request Information		
Street Address or Parcel ID of Request:		
Corner Lot: [ ] Yes [ ] No	Current Use:	Zoning District:

<p><b>Notarized Letter from Applicant</b></p> <ul style="list-style-type: none"> <li>- Applicant must submit a notarized letter that states the grounds on which the appeal is based.</li> <li>- The letter must include reference to <b>Boardman Township Zoning Resolution §2.04(D)(1) Administrative Appeal.</b></li> <li>- Letters that are not notarized will not be accepted.</li> </ul>
<p><b>Fee</b></p> <ul style="list-style-type: none"> <li>• Residential District: \$200</li> <li>• Non-Residential and Special Districts: \$400</li> </ul>
<p><b>Requires a site plan</b></p> <ul style="list-style-type: none"> <li>- Plans larger than 8.5x11 require 10 copies</li> <li>- Non-Residential and Special Districts must provide large plans</li> </ul>
<p><b>Letter from the Property Owner, if the applicant is not the owner.</b></p>

### Applicant Signature

The undersigned hereby certifies that the information in and with this application is true and accurate, and consents to agents of the township entering the premises for inspection and verification of information submitted, as applicable; and if a permit is issued, to verify conformance to requirements and conditions of issuance.

➔
**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Incomplete applications will not be processed.**

**Forms of Payment Accepted:**

- Exact Cash
- Check (Make payable to 'Boardman Township')
- Credit Cards (A convenience fee will apply)

**Mail completed applications to:**

Boardman Township Zoning Department  
Attn: Permits  
8299 Market Street  
Boardman, Ohio 44512

**Email completed applications to:**

Joe Macomber  
[JMacomber@boardmantwp.com](mailto:JMacomber@boardmantwp.com)

Revised: 9/9/2022