



**Planning &
ZONING**
BOARDMAN TOWNSHIP

OFFICE USE ONLY

Case No.:

Received Date:

Payment Method:

[] CASH [] CREDIT [] CHECK No. _____

**BOARD OF ZONING APPEALS
USE VARIANCE APPLICATION**

(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:
Zoning Code Section Applicant is seeking exemption from: <i>List code section(s)</i>		
Nature and Extent of the Variance:		
Notarized Letter from Applicant <ul style="list-style-type: none">- Applicant must submit a notarized letter that states the Zoning Code section they are appealing, and the hardship reason (both listed above).- Letters that are not notarized will not be accepted.		
Fee <ul style="list-style-type: none">• Residential District: \$200• Non-Residential and Special Districts: \$400		
Requires a site plan <ul style="list-style-type: none">- Plans larger than 8.5x11 require 10 copies- Non-Residential and Special Districts must provide large plans		
Letter from the Property Owner, if the applicant is not the owner.		

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:

TJ Keiran
tkeiran@boardmantwp.com

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:

Site 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, north point, 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.

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

Revised: 8/23/2023