



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

# ZONE CHANGE 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:

Zone Change Information	
Street Address or Parcel ID of Request:	
Corner Lot: [ ] Yes [ ] No	Current Use:
Current Zoning District:	Proposed Zoning District:
<b>Notarized Letter from Applicant</b> <ul style="list-style-type: none"> <li>- Applicant must submit a notarized letter that describes the proposed amendment, including the address and/or the parcel number.</li> <li>- Letters that are not notarized will not be accepted.</li> </ul>	
<b>Fee: \$400</b>	
<b>Requires a site plan</b> <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>	
<b>Letter from the Property Owner, if the applicant is not the owner.</b>	

### 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:** \_\_\_\_\_

- 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](mailto:tkeiran@boardmantwp.com)

**Incomplete applications will not be processed.**

## **Review Procedure**

### **1. Step 1 – Pre-application Conference (Optional)**

- If initiated by the property owners, the applicant may request to meet with the Zoning Inspector and/or Zoning Commission to discuss the initial concepts of the proposed amendment and general compliance with applicable provisions of this zoning resolution prior to the submission of the application.
- Discussions that occur during a pre-application conference or any preliminary meeting with the Zoning Inspector and/or Zoning Commission, or any representative of the township, are not binding on the township and do not constitute official assurances or representations by Boardman Township or its officials regarding any aspects of the plan or application discussed.

### **2. Step 2 – Application**

- Applications for any change of district boundaries, classifications of property as shown on the zoning map, or changes to the zoning resolution text shall be submitted to the Zoning Commission at the township offices.
- The application shall include all such forms, maps, and information, as may be prescribed by the Zoning Inspector to assure the fullest practicable presentation of the facts for the permanent record.
- Each application initiated by property owners shall be signed by the owners, or the owners' authorized agent, of each property within the area proposed to be reclassified, attesting to the truth and correctness of all facts and information presented with the applications.
- Applications for amendments initiated by the Zoning Commission or the Board of Trustees shall be accompanied by the initiating board's motion or resolution pertaining to such proposed amendment.
- All applications shall be submitted with the required fees as established in the Boardman Township fee schedule.

### **3. Step 3 – Public Hearing and Recommendation by the Zoning Commission**

- Upon adoption of a motion, certification of a resolution, or the filing of an application (certified as complete by the Zoning Inspector) for an amendment (Step 2), the Zoning Commission shall set a date for a public hearing regarding the proposed amendment.
- The public hearing shall not be less than 20 or more than 40 days after the date the application (Step 2) was certified as complete by the Zoning Inspector.
- Notification shall be given in accordance with the ORC.
- Within 30 days after the completion of the Zoning Commission's public hearing, the Zoning Commission shall recommend the approval, denial, or modification of the proposed amendment and submit such recommendation together with the subject application or resolution and the text and map pertaining thereto, to the Board of Trustees.

### **4. Step 4 – Public Hearing and Decision by the Board of Trustees**

- Upon receipt of the recommendation from the Zoning Commission (Step 4), the Board of Trustees shall set a time for a public hearing on such proposed amendment.
- The date of the public hearing shall not be more than 30 days after the date of the receipt of such recommendation from the Zoning Commission.
- Notification shall be given in accordance with the ORC.
- Within 20 days after its public hearing, the Board of Trustees shall either adopt or deny the recommendations of the Zoning Commission.
- If the Board of Trustees denies or modifies the Zoning Commission's recommendations, the majority vote of the Board of Trustees shall be required. If approved, a record of the approved amendment shall be maintained by the Township. The master Zoning Map shall be maintained by the Zoning Inspector.

### **5. Effective Date and Referendum**

- Any amendment adopted by the Board of Trustees shall become effective 30 days after the date of such adoption.
- A referendum of any amendments may be undertaken within the 30 days after the date of the Board of Trustees decision in accordance with the ORC.

Revised: 8/23/2023