



**Planning &
ZONING**
BOARDMAN TOWNSHIP

Zoning Certificate revised 2/06/2024

**BOARD OF ZONING APPEALS
AREA VARIANCE APPLICATION**

(Please Complete Entirely
Type or Legible Print)

PURPOSE: Complete this form to request an Area Variance Zoning Certificate. The purpose of a variance is to provide limited relief from the requirements of this resolution in those cases where strict application of a particular requirement will create a practical difficulty or unnecessary hardship prohibiting the use of land in a manner otherwise allowed under this resolution. It is not intended that a variance be granted merely to remove inconveniences or financial burdens that the requirements of this resolution may impose of property owners in general. Variances are intended to address extraordinary, exceptional, or unique situations that were not caused by the applicant's act or omission.

SINGLE POINT OF CONTACT INFORMATION *(If the point of contact is the owner, please fill out owner section)*

Name:		Firm:	
Address:			
City:	State:	ZIP:	
Phone:	Cell:	Email:	

PROJECT INFORMATION

Street Address:	
Parcel ID#	Corner Lot: Yes ___ No ___
Current Use:	Zoning district:
Hardship/Appeal Reason:	

AREA VARIANCE PRELIMINARY INFORMATION

1. **USE ADDITIONAL SHEETS OF PAPER IF NEED TO ANSWER THE FOLLOWING QUESTIONS**
2. **NO SINGLE FACTOR LISTED ABOVE MAY CONTROL, AND NOT ALL FACTORS MAY BE APPLICABLE IN EACH CASE. EACH CASE SHALL BE DETERMINED ON ITS OWN FACTS.**
3. **EXPLAIN YOUR REQUEST. DO NOT SIMPLY WRITE YES OR NO**

Was a pre-application meeting held for this proposed application request? Yes ___ No ___
If Yes what date was the meeting held?

What special conditions and or circumstances exist which are peculiar to the land or structure involved and which are not applicable generally to other lands or structures in the same zoning district?

(Examples of such special conditions or circumstances are: Exceptional irregularity, narrowness, shallowness or steepness of the lot, or adjacency to nonconforming and inharmonious uses, structures or conditions).

Will the property in question yield a reasonable return or can there be any beneficial use of the property without the variance?

Is the requested variance the minimum relief necessary to make possible the reasonable use of land or structures?

Will the essential character of the neighborhood be substantially altered or will adjoining properties suffer substantial detriment as a result of the variance?

Explain how the variance will not adversely affect the delivery of governmental services such as water, sewer or trash pickup?

Explain why the special conditions or circumstances that exist is not a result of actions of the owner?

Explain why your predicament cannot feasibly be obviated through some method other than a variance?

Explain why the spirit and intent behind the zoning requirement will still be observed if the variance is granted?

Explain why substantial justice will be provided by granting this variance?
Explain why the granting of the variance requested will not give you any special privilege that is denied by this regulation to other lands, structures, or buildings in the same district?

APPLICATION SUBMITTAL REQUIREMENTS
A. Forms, maps and information as instructed by the Zoning Director.
B. Site Plans
C. Letter from Property Owner
D. Required Application Fees

REQUIRED SUPPLEMENTAL MATERIALS
<p>Requires a site plan</p> <ul style="list-style-type: none"> • Plans larger than 8.5 x 11 requires 10 copies • Non-Residential and Special Districts must provide large plans

OWNER INFORMATION		
Owner Name:		
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	

1. 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. Per Boardman Township Zoning Resolution (BTZR) Section 3.05(E)(2)(a)(i).
2. For complex projects requiring 3rd Party Review by a specialist qualified to verify completeness, accuracy, findings, conclusions and/or recommendations, the Zoning Inspector shall secure from Boardman Township's list of qualified professionals a cost estimate to perform the review and the applicant shall agree to pay for the service in advance if desiring to proceed. Per BTZR 3.02(B)(2)(b).
3. The undersigned hereby acknowledges that the application's original filing fee shall be forfeited if the application is determined to be incomplete and the required materials are not submitted within sixty (60) days of the completeness determination at which time the application shall be deemed withdrawn. Per BTZR 3.02(B)(3)(e).
4. If the property is owned by a business, corporation, trust, etc., then a separate notarized letter must also be submitted stating the signator has the authority to apply.
5. If the property has more than one owner, then a signed authorization form must be submitted for each owner.
6. The undersigned hereby authorizes the Zoning Inspector or other Boardman Township staff permission to enter the property to conduct inspection necessary to make a determination on the requested permit application.

Signature of Owner: _____ **Date:** _____

Please Print Name: _____

Notarize

State of _____
County of _____

The Foregoing instrument was acknowledged before me on the ____ day of _____, 20____

By _____
Name of person acknowledging

[Notary Seal and Required Commission Information]

Signature of Notary Public

My Commission Expires _____