



**Planning &
ZONING**
BOARDMAN TOWNSHIP

Zoning Certificate revised 5/8/2024
BOARD OF ZONING APPEALS USE VARIANCE APPLICATION
(Please Complete Entirely Type or Legible Print)

PURPOSE: Complete this form to request a Use 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. **In order to grant a use variance, the BZA shall determine that strict compliance with the terms of this resolution will result in unnecessary hardship to the applicant. The applicant must demonstrate such hardship by clear and convincing evidence that all the criteria are satisfied.**

SINGLE POINT OF CONTACT INFORMATION <i>(If the point of contact is the owner, please fill out owner section)</i>			
Name:		Firm:	
Address:			
City:	State:	ZIP:	
Phone:		Email:	

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

USE VARIANCE PRELIMINARY INFORMATION	
<ol style="list-style-type: none"> 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?	
These are the decision criteria found in section 3.04(E)(3)	
(a) Please provide evidence that the property cannot be put to any economically viable use under any of the permitted uses in the zoning district in which the property is located?	

(b) Does the variance requested stem from a condition which is unique to the property at issue and not ordinarily found in the same zone district? (Explain)
(c) Can the variance requested be resolved by a zoning map amendment? (Explain)
(d) Explain how or why the variance requested will not substantially alter the essential character of the neighborhood?
(e) Explain why the existing structure cannot be reasonably used for a permitted use or a conditionally permitted use in the applicable zoning district?
(f) Is the proposed use listed on Table 4.07-1: Permitted Use Table? Please list all that apply.
(g) Please provide evidence that the hardship condition was not created as a result by the actions of the applicant?
(h) Will the granting of the variance adversely affect the rights or adjacent property owners or residents? (Explain)
(i) Please explain how or why the granting of the variance will not adversely affect the public health, safety or general welfare?

(j) Please provide evidence that the variance will be consistent with the general spirit and intent of this Resolution.
(k) Is the requested use permitted in another district in this resolution?
(l) Please explain how or why the variance sought is the minimum that will afford relief?

APPLICATION SUBMITTAL REQUIREMENTS
A. Site Plan
B. Required Application Fees
C. Exhibits supporting the requests (if any).

REQUIRED SUPPLEMENTAL MATERIALS
Use Variance requests in Non-Residential and Special Districts must provide 10 copies of large plans (minimum size 24"x36")

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 _____