



## BOARD OF APPEALS PROCEDURE

An applicant wishing to have their project considered by the Board of Zoning and Building Appeals must fill out the attached application and submit a site plan and *all other required information* indicating requested variances for the proposed project. **It is the applicant's responsibility to furnish the completed application, a letter of explanation, and a site plan and any relevant elevations. If the relevant information is not provided, the application for the appeal may be rejected for incompleteness.**

The following requirements must be complied with and returned to the Zoning Department at Stow City Hall before the cut-off date for the next Appeals Board meeting.

1. **A letter specifying the amount of each variance needed, the grounds and reasons why you need a variance, and any information that might clarify the situation.** It is not the responsibility of Zoning or Building staff to clarify your request to the Appeals Board.
2. **The completed "Practical Difficulty Criteria" checklist.** Any information you can provide the Appeals Board will help in defending your request for a variance.
3. **A plot plan of the site, showing actual dimensions, distances to property lines, and all existing and proposed structures.**
4. **The attached application form completed.**
5. **A check for \$125.00 made payable to the City of Stow, which covers the cost of the appeal application and legal advertising.**
6. If appropriate for your appeal, please furnish front, side, and rear elevations of the existing structure and any proposed addition or alteration.

If you have any questions regarding the appeals process, please call (330) 689-2819.



## Board of Zoning Appeals Application

Date: \_\_\_\_\_

Fee: \$125

Case #: \_\_\_\_\_

To the Board of Zoning and Building Appeals, City of Stow, OH:

I, \_\_\_\_\_, hereby appeal from the decision of the City of Stow Administrative Official wherein approval is refused according to the Codified Ordinances of the City of Stow for property located at \_\_\_\_\_. This property is located in a \_\_\_\_\_ zoning district.\*

***\*Variances granted by this Board do not apply to subdivision restrictions***

<b>Applicant</b>				
	Printed Name		Signature	
<b>Address</b>				
<b>E-mail</b>			Phone #	
<b>Property Owner (If different)</b>				
<b>Property Owner Signature</b>			Phone #	

### NOTICE TO APPLICANT

**MARK PROJECT LOCATION.** You must mark out your project on your property the week before the Appeals Board meeting, either by spray painting or staking the location of the proposed structure. The Board members will inspect your property before the night of the meeting.

**APPLICANT IS REQUIRED TO ATTEND THE MEETING.** It is in the best interest of the applicant (or a representative of the applicant) to be present at the meeting to support the appeal request. Whether or not the applicant is present, the Board may act upon the proposal or table the item until the regularly scheduled meeting the following month.

**NEIGHBORS ARE NOTIFIED.** The adjacent property owners (including those located across the street) are notified of your request to give them the opportunity to voice their opinion of the project. They can do this by calling the Zoning office, sending a letter, or appearing the night of the hearing. They are not required to attend the meeting.

***For office use only:***

Date Filed:	Approved:	Denied:
Stow Zoning Code Section:		
Planning Director:		



## APPEALS BOARD DATES 2017

Below are the Appeals Board meetings 2017. Meetings are held on the second Monday of every month at 6:00 pm in the Boards and Commissions Room on the first floor of City Hall.

Deadline for Submittal		Meeting Date	
Dec	14	Jan	9
Jan	11	Feb	13
Feb	15	Mar	13
Mar	15	Apr	10
Apr	12	May	8
May	10	June	12
June	14	July	10
July	12	Aug	14
Aug	16	Sept	11
Sept	13	Oct	9
Oct	11	Nov	13
Nov	15	Dec	11

**Board of Zoning and Building Appeals**  
**Practical Difficulty Criteria**

PLEASE CHECK THE FOLLOWING CRITERIA THAT APPLY TO YOUR VARIANCE REQUEST. THE BOARD OF ZONING AND BUILDING APPEALS WILL REVIEW YOUR RESPONSES AND MAY ASK YOU TO EXPLAIN. THE BOARD MAKES FINAL DECISIONS BASED ON YOUR INFORMATION.

\_\_\_\_\_ THERE ARE SPECIAL CIRCUMSTANCES PECULIAR TO MY LAND/LOT (I.E. EXCEPTIONAL IRREGULARITY, NARROWNESS OR STEEPNESS) WHEN COMPARED TO NEARBY LAND/LOTS THAT REQUIRE THIS REQUEST. THESE CIRCUMSTANCES ARE:

\_\_\_\_\_

\_\_\_\_\_ THE STRUCTURE INVOLVED IS NEXT TO STRUCTURES WHICH ARE NONCONFORMING OR INHARMONIOUS IN THEIR USE. THESE STRUCTURES ARE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ THIS REQUEST IS THE MINIMUM NECESSARY TO MAKE POSSIBLE THE REASONABLE USE OF MY LAND OR STRUCTURE(S). \_\_\_\_\_

\_\_\_\_\_ THE ESSENTIAL CHARACTER OF THE NEIGHBORHOOD WILL NOT BE SUBSTANTIALLY ALTERED AS A RESULT OF THE REQUEST. EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ THE ADJOINING PROPERTIES WILL NOT BE DETRIMENTALLY AFFECTED BY THIS REQUEST. DESCRIBE HOW THEY WILL NOT BE AFFECTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ THIS REQUEST WILL NOT ADVERSELY AFFECT PUBLIC SERVICES (MAIL, WATER, SEWER, SAFETY SERVICES, ETC.): \_\_\_\_\_

\_\_\_\_\_ CIRCUMSTANCES LEADING TO THIS REQUEST WERE NOT CAUSED BY ME. IT WAS CAUSED BY: \_\_\_\_\_

\_\_\_\_\_ THIS SITUATION CAN NOT BE FEASIBLY SOLVED BY MEANS OTHER THAN A VARIANCE.

\_\_\_\_\_

\_\_\_\_\_ THE SPIRIT AND INTENT OF THE ZONING CODE WILL BE OBSERVED.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE