



## 2019 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 2019

Below are the Appeals Board meetings 2019. 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.

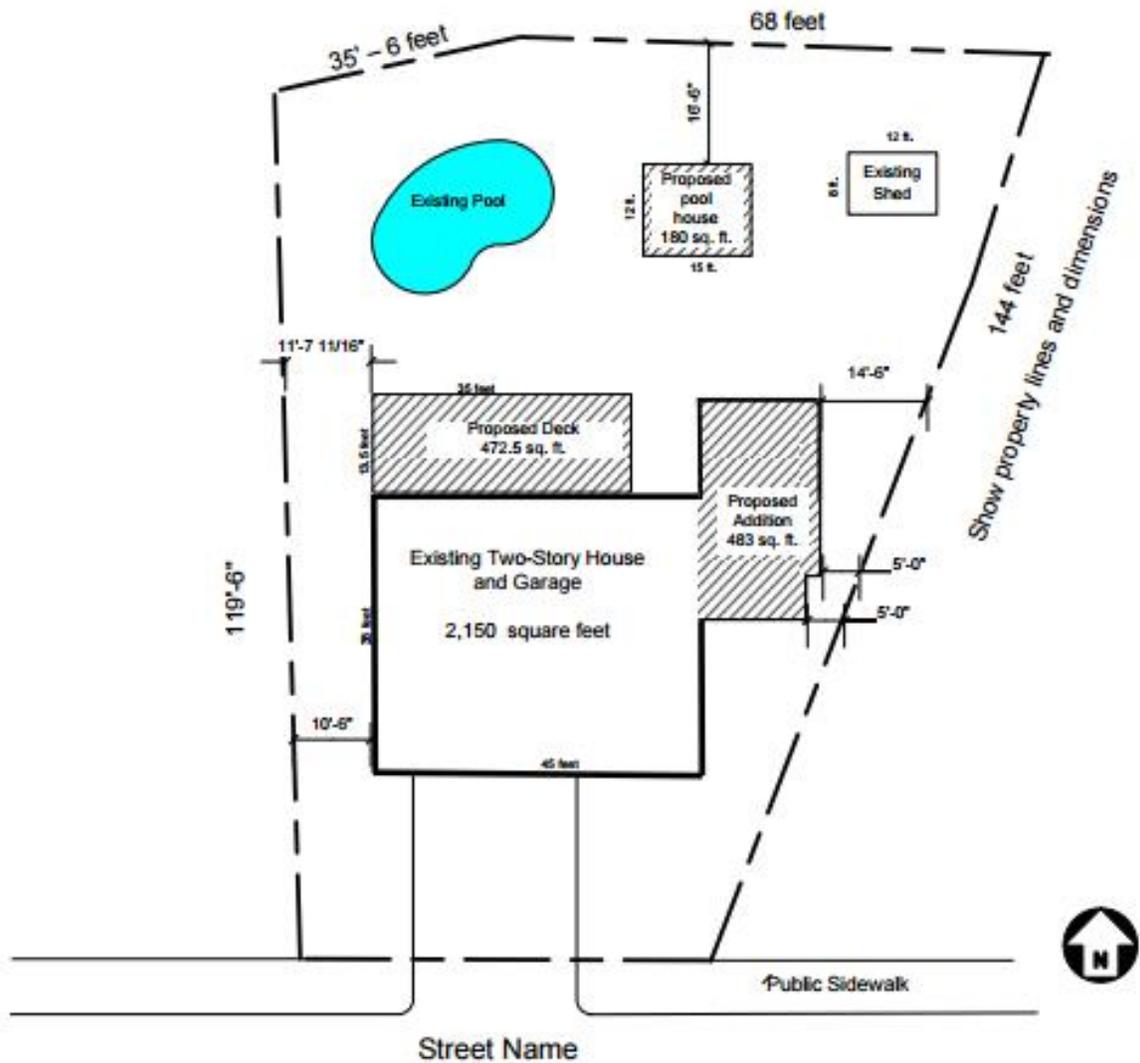
<b>Deadline for Submittal</b>		<b>Meeting Date</b>
Dec 12		Jan 14
Jan 16		Feb 11
Feb 13		Mar 11
Mar 13		Apr 8
Apr 10		May 13
May 15		June 10
June 12		July 8
July 10		Aug 12
Aug 14		Sept 9
Sept 11		Oct 14
Oct 16		Nov 11
Nov 13		Dec 9

## Board of Zoning and Building Appeals Practical Difficulty Criteria

**Please check the following criteria that apply (ies) to your variance request and provide explanation in the space below each criterion.**

	Whether special conditions and 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
	Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance
	Whether the variance is substantial and is the minimum necessary to make possible the reasonable use of the land or structures
	Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer substantial detriment as a result of the variance
	Whether the variance would adversely affect the delivery of governmental services such as water, sewer, trash pickup
	Whether special conditions or circumstances exist as a result of actions of the owner
	Whether the property owner's predicament feasibly can be obviated through some method other than a variance
	Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting a variance
	Whether the granting of the variance requested will confer on the applicant any special privilege that is denied by this regulation to other lands, structures, or buildings in the same district

## Site Plan Example



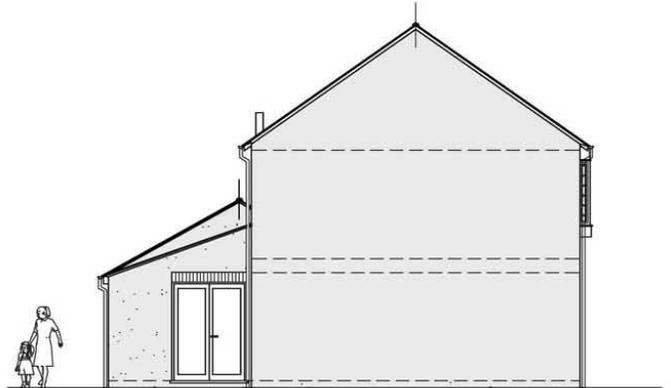
Property Owner Name:  
 Project Address:  
 Assessor Parcel Number:  
 Lot size: **10,714 square feet**

Description of proposed work:  
 Addition to house (den) = **483 square feet**  
 New deck = **472.5 square feet**  
 New pool house = **180 square feet**

# Sample Building Elevation Drawing



North (Rear) Elevation - Existing



West (Side) Elevation - Existing



North (Rear) Elevation - Proposed



West (Side) Elevation - Proposed