

## VARIANCE REQUEST

- 8.) If your application has been denied by the Trustees:  
To make a variance request, please obtain a "Request for Variance" application from the Township Secretary (330-725-5713) or Zoning Inspector (330-721-1997).  
Please submit:
- 1 copy of the application with your signature
  - 20 copies of a scaled plot plan or sketch (commercial property must submit formal site plan)
  - Prior to NOON on the Friday Deadline (see deadline sheet for dates) for the Board of Zoning Appeals. **NO EXCEPTIONS**
- 9.) A fee of \$275.00 must be submitted with the application. Make checks payable to "Medina Township."
- 10.) The Zoning Board Secretary will notify the applicant and surrounding property owners of the Public Hearing as required by the Ohio Revised Code. The Board of Appeals conducts Public Hearings the third Wednesday of each month at 7:30 p.m. as required.
- 11.) The applicant or representative must attend the Public Hearing and give sworn testimony. If the applicant is not the owner, a letter stating the applicant has been authorized to represent the owner needs to be submitted to the Board.
- 12.) After receiving the approval/denial letter from the Zoning Board Secretary, the applicant may obtain necessary Zoning Permits from the Zoning Office.  
Any person adversely affected by a decision of the Board may appeal to the Court of Common Pleas on the grounds that the decision was unreasonable or unlawful.

For more information regarding the Zoning Board of Appeals and Zoning Commission, refer to Appendix I and II of the Zoning Resolution. All meetings are recorded and tapes are filed with the Township Office. It is recommended that all persons applying for review by the Zoning Commission or Appeals Board purchase a Zoning Resolution Book.

Township Secretary  
3799 Huffman Road  
Medina, OH 44256  
(330) 725-5713

Zoning Office  
3799 Huffman Road  
Medina, OH 44256  
(330) 721-1997

Township Fire Dept.  
3803 Huffman Road  
Medina, OH 44256  
(330) 723-6900

ALL INFORMATION MUST BE COMPLETE AND CORRECT OR IT WILL BE RETURNED TO YOU

**REQUEST FOR VARIANCE  
MEDINA TOWNSHIP ZONING BOARD OF APPEALS**

1. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Interest in property: \_\_\_\_\_

2. Owner: (Indicate if different than above)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

3. Street Address of property requiring variance: \_\_\_\_\_  
Present Zoning: \_\_\_\_\_ Previous requests: \_\_\_\_\_

4. Variation requested (include Section No. of Zoning Resolution) and reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please explain A) How the strict application of the provision of the resolution will result in practical difficulties or unnecessary hardship inconsistent with the general purpose and intent of the resolution, B) what exceptional circumstances or conditions apply to this property that do not apply generally to others in the same district, and C) why the granting of the variance will not be detrimental to the public interest or to property or improvements in such district and will not materially impair the purpose of the resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use back of application or another sheet of paper if extra space is required.

Date \_\_\_\_\_ Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_ Signature of Owner/Applicant \_\_\_\_\_

**FOR BOARD USE ONLY**

Date of Notice \_\_\_\_\_ Date of Hearing \_\_\_\_\_  
Decision of Board \_\_\_\_\_ Date of Decision \_\_\_\_\_

**MEDINA TOWNSHIP**  
**ZONING COMMISSION & BOARD OF ZONING APPEALS**  
**DEADLINES AND MEETINGS**  
**2010**

	<b><u>ZONING COMMISSION</u></b>		<b><u>BOARD OF ZONING APPEALS</u></b>	
<b><u>MEETING:</u></b>	<b><u>DATE:</u></b>	<b><u>DEADLINE:</u></b>	<b><u>DATE:</u></b>	<b><u>DEADLINE:</u></b>
<b><u>January</u></b>	<b><u>Jan.19</u></b>	Jan. 8	<b><u>Jan. 20</u></b>	Jan. 4 (Monday after Jan. 1 deadline)
<b><u>February</u></b>	<b><u>Feb.16</u></b>	Feb. 5	<b><u>Feb.17</u></b>	Jan. 29 (Friday Deadlines)
<b><u>March</u></b>	<b><u>March 16</u></b>	March 5	<b><u>March 17</u></b>	Feb. 26
<b><u>April</u></b>	<b><u>April 20</u></b>	April 9	<b><u>April 21</u></b>	April 2
<b><u>May</u></b>	<b><u>May18</u></b>	May 7	<b><u>May 19</u></b>	April 30
<b><u>June</u></b>	<b><u>June 15</u></b>	June 4	<b><u>June 16</u></b>	May 28
<b><u>July</u></b>	<b><u>July 20</u></b>	July 9	<b><u>July 21</u></b>	July 2
<b><u>August</u></b>	<b><u>Aug. 17</u></b>	Aug. 6	<b><u>Aug. 18</u></b>	July 30
<b><u>September</u></b>	<b><u>Sept. 21</u></b>	Sept.10	<b><u>Sept. 15</u></b>	Aug. 27
<b><u>October</u></b>	<b><u>Oct. 19</u></b>	Oct. 8	<b><u>Oct. 20</u></b>	Oct. 1
<b><u>November</u></b>	<b><u>Nov. 16</u></b>	Nov. 5	<b><u>Nov. 17</u></b>	Oct. 29
<b><u>December</u></b>	<b><u>Dec. 21</u></b>	Dec. 10	<b><u>Dec. 15</u></b>	Nov. 26

The Zoning Commission meets on the third Tuesday of each month at 7:30pm.  
The Board of Appeals meets on the third Wednesday of each month at 7:30pm.

Applications and attachments must be submitted by **NOON** of the Deadline Date (**NO EXCEPTIONS!**) to the Medina Township Zoning Secretary, 3799 Huffman Road, 330-725-5713.

**DIMENSIONS (length x width = square feet) of structures, offices, etc. & DIMENSIONS & HEIGHT of ALL signage MUST be shown on attachments.**

**INCORRECT OR INCOMPLETE SUBMITTALS WILL BE RETURNED FOR YOU TO SUBMIT THE FOLLOWING MONTH.**

**CALL THE ZONING OFFICE 330-721-1997 BEFORE YOU BRING/SEND IN YOUR SUBMITTAL TO THE ZONING COMMISSION OR BZA**