

VARIANCE REQUEST

8. If your application has been denied by the Trustees: To make a variance request, please obtain a “Request for Variance” application.

If your application has been denied by the Zoning Inspector: To make an appeal of the Zoning Inspector’s decision, please obtain an “Appeal of Zoning Inspector Decision” application.

Forms may be obtained from the website at www.medinatownship.com/zoning, the Township Secretary 330-725-5713 or the Zoning Inspector 330-721-1997.

Please submit the following:

- 1 copy of the application with your signature
- 19 copies of a scaled plot plan or sketch (commercial property must submit formal site plan)
- By **noon** of 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 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 7:00 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. The variance, if granted, will stay with the property owner and can be used under the new ownership if the property is sold.

13. After receiving the approval/denial letter from the Zoning Secretary, the applicant must obtain the necessary Zoning Permits from the Zoning Office. Any person adversely affected by a decision of the Board of Zoning Appeals may appeal to the Court of Common Pleas on the grounds that the decision was unreasonable or unlawful.

14. For more information regarding the Board of Zoning Appeals and Commission, refer to Appendix I and II of the Zoning Resolution. All board meetings are recorded and taped and 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 Rd.
Medina, OH 44256
(330) 721-1380

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

Medina City Fire Dept.
300 W. Reagan Pkwy..
Medina, OH 44256
(330) 725-1772

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