

## VARIANCE REQUEST

8. If your application has been denied by the Trustees: To make a variance request, please obtain a "Request for Variance" application form the website at [www.medinatownship.com/zoning](http://www.medinatownship.com/zoning), the Township Secretary (330) 725-5713, the Zoning Inspector (330) 721-1997.

Please submit the following:

- 1 copy of the application with your signature
- 20 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 7:30 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. 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) 725-5713

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

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

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

Revised 4/2010

**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 the variance: \_\_\_\_\_  
Present Zoning: \_\_\_\_\_ Previous variance 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 generally apply to others in the same district; 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 the back of application or another sheet of paper if extra space is required.

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