

APPLICATION NUMBER _____

**NOTICE OF APPEAL
REQUESTING A VARIANCE
AUBURN TOWNSHIP
BOARD OF ZONING APPEALS
440/543-7028**

THIS APPLICATION SHALL BE COMPLETED BY THE APPLICANT.

- A. Name of Appellant: _____
Address of Appellant: _____
City: _____ Zip: _____ Telephone Number: _____
- B. Name of Owner of Record: _____
Address of Owner of Record: _____
City: _____ Zip: _____ Telephone Number: _____
- C. Address of the Lot: _____
(if different from appellant's current address)
- D. Attach the names and addresses of all parties in interest from the County Auditor's current tax list (all lots adjacent to and directly across the street from the subject lot).
- E. Attach documentation as to authority to file notice of appeal (i.e. deed, power of attorney, lease, or purchase agreement).
- F. Attach a legal description of the lot, as recorded with the Geauga County Recorder.
- G. Provide the current zoning district in which the lot is located: _____
- H. Provide a description of the **EXISTING** use of the lot: _____
- I. Provide a description of the **PROPOSED** use of the lot: _____
- J. Attach nine (9) copies of a plan or map, drawn to scale, with a north arrow and date showing the following information:
Front: _____ Rear: _____ Right: _____ Left: _____ Total Acreage: _____
1. The dimensions (in feet) of all lot lines and the total acreage of the lot.
 2. The dimensions and elevations (in feet) of existing buildings or structures on the lot, if any. Length: _____ Width: _____ Height: _____

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3. The setback (in feet) from all lot lines of **existing** buildings, structures, and uses on the lot, if any. Front: _____ Rear: _____ Right: _____ Left: _____
4. The dimensions and elevations (in feet) of proposed buildings or structures on the lot or of any addition or structural alteration to **existing** buildings or structures.
Length: _____ Width: _____ Height: _____
5. The total square footage of floor space for each floor of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
1st floor: _____ 2nd floor: _____
6. The setback (in feet) from all lot lines of **proposed** buildings or structures, and uses on the lot or of any addition or structural alteration to existing buildings or structures. Front: _____ Rear: _____ Right: _____ Left: _____
7. The height (in feet) of **existing** buildings or structures on the lot. Existing: _____
8. The height (in feet) of **proposed** buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures. Proposed: _____
9. The name and location of the **existing** road(s), public and private adjacent to the lot.

10. The number of **existing** dwelling units (if any) and **proposed** dwelling units for the lot.
Existing: _____ Proposed: _____
11. The location, dimensions (in feet), and number of parking spaces existing (if any) and proposed. Existing: _____ Proposed: _____ Location: _____
12. For commercial and industrial uses: the location, dimensions (in feet), and number of loading/unloading spaces. _____
13. The location and dimensions (in feet) of any **existing** or **proposed** easements on the lot.
Existing Location w/Dimensions: _____
Proposed Location with Dimensions: _____
14. The location and description of existing and proposed landscaping and buffer areas on the lot. _____
15. The existing topography of the lot, at contours intervals of two (2) feet; and a final grading plan.
16. The location of any exterior lighting fixtures, their maximum lumens and documentation that they are and will be installed as full cutoff fixtures.

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17. For commercial and industrial uses; the location and dimensions of any exterior display, sales, or storage areas on the lot.

18. The location and dimensions of a fire protection pond and dry hydrant, if applicable.

K. For an appeal requesting a variance to sign regulations, provide the following information.

1. Attach nine (9) copies of a drawing, drawn to scale and dated, showing:
 - a. The dimensions, (in feet) of the sign. _____
 - b. The area of the sign (per sign face) in square feet. _____
 - c. The location of the sign on the building, structure, or lot including dimensions (in feet) from the front lot lines. _____
 - d. The height (in feet) of the sign. _____
 - e. The method of illumination, if any. _____
 - f. The dimensions of the lettering and/or the elements of the matter displayed (i.e.: logo). _____

L. Provide a copy of the driveway culvert pipe permit issued by the appropriate governmental authority, if applicable.

M. Documentation shall be provided that the appropriate governmental agency has approved the sewage treatment facility to serve the proposed use on the lot.

N. Provide a copy of the approval letter or permit, as applicable, from the Geauga Soil and Water Conservation District concerning the storm water management and erosion control plan. Provide a copy of the approval letter or permit, as applicable, from the Geauga Soil and Water Conservation District concerning the storm water management and erosion control plan. The "water management and sediment control regulations apply and are required as a part of this application.

O. The "riparian setback" regulations set forth in Article 3.06 may be required as a part of the application.

P. Provide the following additional information.

1. State the exact nature of the variance requested:

2. Provide the specific zoning regulations from which a variance is requested:

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3. Written justification for the requested variance shall be made. If the request is for a "use" variance, responses to the following questions shall be provided:
 - a. Whether there are conditions that are unique to this lot, and not ordinarily found in the same zone or district? _____
 - b. Did the applicant create these conditions? _____
 - c. Whether the variance would adversely affect the rights of adjacent owners?

 - d. Whether the variance would adversely affect the public health, safety or general welfare: _____
 - e. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance? How?

 - f. Whether the requested variance is the minimum action, which would afford relief to the applicant? _____
 - g. What other economically viable use of the lot could be made within this zoning district? _____

4. Written justification for the requested variance shall be made. If the request is for an "area" variance, responses to the following shall be provided:
 - a. Whether the lot in question will yield a reasonable return or whether there can be any beneficial use of the lot without the variance.

 - b. Whether the variance is substantial. _____
 - c. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance.

 - d. Whether the variance would adversely affect the delivery of governmental services. _____
 - e. Whether the lot owner purchased the property with the knowledge of the zoning restriction. _____

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- f. Whether the lot owner's predicament feasibly can be obviated through some method other than a variance. _____
- g. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

I hereby certify that all of the information supplied in this application and attachments hereto are true and correct to the best of my knowledge, information, and belief.

I hereby acknowledge that I understand that the penalty for falsification is imprisonment for not more than six (6) months, or a fine of not more than one thousand dollars (\$1,000) or both.

Appellant's Signature

Print Name: _____

Date

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FOR OFFICIAL USE ONLY

Application Number: _____

Zoning Certificate Application Number: _____

Date Notice Filed with Zoning Inspector: _____

Date Notice Filed with Board of Zoning Appeals: _____

Date of Notice to Parties in Interest: _____

Date of Notice & Name of Newspaper: _____

Date of Public Hearing: _____

Amount of Appeal Fee Paid: \$ _____ Receipt #: _____ Check #: _____

I hereby acknowledge receipt of this notice of appeal requesting a variance this ____ day of _____, 20 ____.

Signature of Secretary
Auburn Township Board of Zoning Appeals

Print Name: _____

APPLICATION NUMBER _____

FOR OFFICIAL BOARD OF ZONING APPEALS USE ONLY
(to be issued after decision)

Name of Appellant: _____

Address of Appellant: _____

Telephone Number of Appellant: _____

Application Number: _____

Zoning Certificate Application Number: _____

Date appeal filed with Zoning Inspector: _____

Date appeal filed with the BZA: _____

Date of notice to parties of interest: _____

Date of legal notice in publication and name of publication: _____

Date of Public Hearing: _____

Amount of Appeal fee paid: _____

Decision of Z.B.A.:

APPROVED _____ If approved the following recommendations were prescribed: _____

DENIED _____ If denied the reason for denial: _____

AUBURN TOWNSHIP BOARD OF ZONING APPEALS
Secretary

DATE