



## The Village of Hartville

202 WEST MAPLE  
PO BOX 760  
HARTVILLE, OHIO 44632-0760  
(330) 877-9222

### **INSTRUCTIONS FOR FILING A ZONING VARIANCE and CONDITIONAL USE REQUEST**

1. Fee of \$200.00 for RESIDENTIAL and a fee of \$250.00 for COMMERCIAL Variances.  
Fee of \$250.00 for Conditional Use requests.

Fees must be submitted upon submittal of application. (NOTE: Only one application required per location/property.)

**On Conditional Use requests, if granted the Applicant must reapply every 2 years – with a Renewal Fee of \$50.00.**

2. This is a request to vary from the provision(s) of a local regulation.

Examples:

- a. Variance from all front, side and rear yard set-back lines.
- b. Variance from sign regulations.
- c. Location of all existing and proposed driveways, parking areas and walkways.
- d. Allow a B-2 “General Business” in an M-1 “Light Industrial” District  
(allowing one zoning district to be in another zoning district)

The Zoning Board of Appeals meets the 4<sup>th</sup> Thursday of each month at 6:30 p.m. at 202 W. Maple Street, Hartville, Ohio 44632.

Deadline for applications is **20** calendar days from the meeting date.

3. **APPLICANT SHALL FURNISH THE FOLLOWING:** (1) PDF File emailed to: [office@hartvilleoh.com](mailto:office@hartvilleoh.com), plus (6) stapled sets of the application to include:
  - \*A numerical and graphical scaled site plan (maximum size of 17x11) of the property
  - \*A typewritten letter of intent/reason for request.
4. Application must have attached the list of properties (which is an attached sheet) adjoining (sides and rear and across the street from) the subject property, listing ownership and lots.  
**(SEE PAGE 3 OF APPLICATION)**
5. The applicant or his agent **MUST** be present at the hearing in order for the application to be acted upon.

**The Village Office hours are Monday – Fridays 8:00 a.m. to 4:30 p.m.  
with the exception of Thursdays 8:00 to Noon.**

## APPLICATION FOR ZONING VARIANCE

Date: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Zoning Permit: \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Name of Owner (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. Address of Property Affected: \_\_\_\_\_

Lot # \_\_\_\_\_ Zoning District \_\_\_\_\_

4. Describe the Variance / Conditional Use request:

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

5. Justification of the Request: In order for the Request to receive consideration, the applicant must be prepared to convince the Board of Appeals that the following items are true.

- A. Special conditions exist peculiar to the property in question.
- B. That a literal interpretation of the Zoning Ordinance would deprive the applicant of rights enjoyed by other property owners.
- C. That the special conditions are not a result of actions by applicant.
- D. That the requested variance/conditional use is the minimum variance/conditional use that will allow a reasonable use of the property or building.

I hereby certify that all of the above statements are true to the best of my knowledge. I hereby give consent to the Village of Hartville Officials, while this application is pending, to come on the subject property for purpose of reviewing the potential effect of this request.

Applicant: \_\_\_\_\_  
(Signature)

Owner: \_\_\_\_\_  
(Signature)

