



The Village of Hartville

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

INSTRUCTIONS FOR FILING A ZONING VARIANCE REQUEST

1. 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. Zoning Variance and/or Conditional Use
2. The Zoning Board of Appeals meets the 1st Monday of each month at 6:00 p.m. at 202 W. Maple Street, Hartville, Ohio 44632. Deadline for applications is **15** calendar days from the meeting date.
3. **(1) PDF File plus (6) copies of application, a scaled site plan (maximum size of 17x11) of the property.**
4. Fee of \$150.00 for RESIDENTIAL and a fee of \$200.00 for COMMERCIAL. Fees must be submitted upon submittal of application. (NOTE: Only one application required per location/property.)
5. Site plan must be drawn indicating both the numerical and graphical scale used together with a north arrow indicator.
6. Be sure that the application has 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.
7. The applicant or his agent **MUST** be present at the hearing in order for the application to be acted upon.
8. The applicant is responsible for the accuracy and completion of the required information.

**The Village Office hours are Monday – Fridays 8:00 a.m. to 5:00 p.m.
with the exception of Thursdays 8:00 to Noon.**

APPLICATION FOR ZONING VARIANCE

Date Filed: _____

Zoning Permit: _____

Hearing Date & Time: _____

1. Name of Applicant/Owner: _____
Mailing Address: _____
Phone Number: _____ Business: _____

2. Address of Property Affected: _____
Lot # _____ Zoning _____ Frontage of Lot _____ Depth _____

3. Describe the Variance requested: _____

4. Article and section from which the Variance is requested

5. Justification of the Variance: In order for the Variance 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 is the minimum variance that will allow a reasonable use of the property or building.

6. Property owners must be notified of events taking place in their area.

Please list all persons, firms or corporations owning property adjoining (sides and rear and across the street) from the property in subject.

This information may be obtained from the card room of the Stark Co. Office Bldg. 330-438-0334 or visit the Stark Co. Auditor's Website – <http://auditor.co.stark.oh.us/> and go into Real Estate Search.

Lot No.	Owners Name	Address / PO Box
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the information contained in this application and its supplement is true correct.

Owner/Agent Signature

p:data/documents/zoning/zoning bd. Of appeals/zoning variance request