

REQUIRED VARIANCE INFORMATION

Petitioners must apply for a Zoning Variance by the Thursday 12:00 pm deadline, approximately five (5) weeks prior to the Zoning Board of Appeals (ZBA) meeting. ZBA Meetings are the third Thursday of each month.

See attached for a copy of Scio Townships Zoning Board of Appeals: chapter 36, article XIV, section 424, page 36-196.

An application for a variance shall contain the following information:

1. Seven (7) copies of ALL ITEMS submitted.
2. Seven (7) copies the completed supplemental information sheet.
3. Seven (7) copies of a legal description, address(s) and tax parcel number(s) of the subject property.
4. Seven (7+) sets of a site plan with an accurate scaled drawing of the property, showing all property lines, dimensions and legal description as well as the following: (plan sizes: 7-large 24x36, 1-small 11x17,)
 - A. All existing and proposed structures and uses on the property.
 - B. Dimensions of structures and their dimensioned locations.
 - C. Lot dimensions and ALL calculations necessary to show compliance and/or non-compliance with the regulations of the township ordinance.
5. Name(s) and address(s) of the petitioner, property owner(s) and the interest of the petitioner in the property. The property owner must give written consent to the petitioner.
6. Coincident with the filling of an application, the petitioner/owner must stake out the property to show where any proposed additions, etc., will be located as well as where lot lines pertinent to the variance are located, so as to illustrate to visiting Appeals Board members how a variance will impact the parcel.
7. 2 pdf formats (flash drive) of ALL submitted information,

PLEASE NOTE:

YOU, AS THE OWNER/PETITIONER, will be expected to attend the initial meeting when your case comes before the Zoning Board of Appeals for a hearing. If you are unable to attend, for any reason, please submit a letter of authority if the appeal is made by a person other than the owner/petitioner of the property. Such representative may be a member of your family, a friend whom you have selected or an attorney, or other professional.

"Failure to have a representative on hand to present your case will likely result in the Zoning Board of Appeals tabling your case to the net scheduled meeting of the Board, which usually is a month later, but could be longer if there is not other business requiring the Board to meet. *This may also result in an additional Public Hearing, and the owner/petitioner is responsible for the additional notification fee. Failure to appear at the next scheduled meeting of the Board will likely result in a dismissal for failure to prosecute.*"

FEES:

	APPLICATION FEE	<u>RESUBMITTAL FEE</u>
Residential	\$ 500.00	----- \$250.00
Commercial	\$ 650.00	----- \$325.00