

CITY OF RAVENNA
APPLICATION FOR ZONING VARIANCE
TO: THE RAVENNA CITY BOARD OF ZONING APPEALS, RAVENNA, OHIO

Pursuant to law, the Board of Zoning Appeals has authority to vary the application of building and zoning regulations authorized by Section 1264 of the Codified Ordinances.

Please identify your request for variance as it relates to the foregoing and state it below under Description of Case.

Applicant: _____

Mailing Address: _____

Telephone: (Home) : _____ (Work): _____

Owner: _____ Address: _____

Lessee: _____ Address: _____

Premises affected are situated on the _____ side of _____

And known as lot number _____ in the _____

Present zoning _____ Street address of parcel _____

The present owner acquired legal title to the premises on _____

DESCRIPTION OF CASE

Applicant will state the **practical difficulties** or **particular hardship**, if any, in the way of carrying out the strict letter of the Ravenna Zoning Ordinance, stating also the principal points, conditions or circumstances as to structure or premises affected with a description of proposed work. Please summarize below with a full description of the case on a separate, attached document.

The criteria on the reverse of this application must be met by the applicant(s) before a hearing is scheduled before the Board.

Pursuant to section 1264.04, the Board of Zoning Appeals shall meet at the call of its Chairperson and at such times as it may determine. All meetings of the Board shall be open to the public. A fee of \$100.00 must be submitted at the time of filing the application.

I hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true.

Applicant

Date

Notice of this application was filed with the Secretary of the Board of Zoning Appeals on _____ 20 _____

THE FOLLOWING INFORMATION IS NEEDED:

1. The denied Application for Ravenna City Zoning Permit.
2. That a copy of the deed be present showing ownership.
3. That a copy of an agency contract or other similar documents importing an interest therein be submitted.
4. That an architectural drawing and/or rough draft of the proposed application for variance be submitted, showing all existing setbacks (front, side, rear) and all proposed setbacks (front, side, rear).
5. That the Board be informed of the type of materials to be employed in the construction thereof.
6. That the Board be provided a time frame during which the construction shall be completed, coupled and any and all bids by contractors, sub-contractors, material men, or parties that are involved in the construction.
7. A copy of the tax map of the property (this can be obtained by requesting printouts from the Tax Map Office, located on the 3rd floor of the Portage County Administration Building, 449 S. Meridian Street, Ravenna, Ohio 44266).
8. A list of the names and address of the adjacent property owners, including property owners located directly across the street.
9. An application fee of \$100 in the form of a check or money order payable to the City of Ravenna.
10. That the applicants promptly keep advised Mr. Finney as the Zoning and Chief Building Official, as to the progress and conformity with the plans that were submitted to the Board upon which the Board granted the Application for Variance.