

**VILLAGE of GLENWILLOW
29555 PETTIBONE ROAD, GLENWILLOW OHIO 44139
440.232.4380**

**REQUEST TO APPEAR BEFORE THE
PLANNING COMMISSION**

Meetings are held on the third Wednesday of each month at 5:30 p.m. Application and plan submission is required thirty (30) days in advance of the meeting date.

FILING FEE \$100.00 (check only, executed to the Village of Glenwillow)

APPLICANT OR AGENT: _____

PROPERTY OWNER: _____

SITE ADDRESS: _____

BUSINESS NAME (if applicable): _____

APPLICANT'S EMAIL: _____ **PHONE NO.** _____

PRESENT USE: _____

ZONING DISTRICT _____

NATURE OF REQUEST: _____

VARIANCE/APPEAL REQUESTS:

APPLICABLE SECTION(S) OF THE ZONING CODE: _____

APPLICANT'S SIGNATURE: _____

DATE: _____

PROPERTY OWNER'S SIGNATURE: _____

DATE: _____

REQUIRED SUPPORTING INFORMATION ON PAGE 2----->

SUPPORTING INFORMATION

SITE PLAN APPROVAL REQUEST

1. General location plan identifying municipal limits and adjacent zoning classifications.
2. Property lines and dimensions.
3. Topographical contours at one-foot intervals.
4. Location of structure, improvements, curb cuts within 100' of subject property.
5. A written statement stating how the proposed use relates to the Land Use Map.
6. Plan Review Deposit as determined by the Village Engineer.

VARIANCE/APPEAL REQUEST

1. General location plan identifying the location of the main and accessory structures and the location of variance/appeal showing the property lines and dimensions as well as structures on the adjacent property.
2. A written statement describing the reason for request including the following:
 - a. That the literal application of the Code will result in a practical difficulty or unnecessary hardship.
 - b. That a unique or exceptional circumstance exists and applies to the subject property.
 - c. That the need for variance or appeal has not been created by the appellant and the issue cannot be resolved by any other means.
 - d. That the granting of a variance or appeal will not be contrary to the purpose of the Code.

All applications shall be submitted via a digital format to brodic@glenwillow-oh.gov and buildingadmin@glenwillow-oh.gov unless otherwise advised that paper copies are required.