

Concord Township Zoning Department

Informational Sheet #7: Variance / Appeal Applications

1) What are the procedures for filing a variance / appeal request?

- Complete an application for variance / appeal at the Township Zoning Office.
- Pay the required fee of \$150 (residential districts) or \$300 (nonresidential uses or districts), as outlined in the Zoning Fee Schedule.
- Submit nine (9) copies of supporting documentation, which includes:
 - Letter from the applicant detailing the request.
 - Site Plan or Drawing of the subject property.
 - Building plans and/or elevations, as applicable.
 - Other maps, plans, letters, photographs, or information relevant to the request.
- Upon filing, a public hearing with the Board of Zoning Appeals will be scheduled.

2) What is the timeline for filing applications for variance / appeal requests?

- The Board of Zoning Appeals meets on the 2nd Wednesday of the month at Town Hall
- Applications must be filed approximately 2½ weeks prior to the meeting.
- Check the deadline schedule available at the Zoning Office

3) Is attendance required at the Board of Zoning Appeals meeting?

- The applicant or his/her representative must be in attendance at the meeting to present their request to the Board.
- Meeting time is at 7:00 p.m.

4) What are the notification requirements for the Board of Zoning Appeals meeting?

- Once an appeal application is filed, the Township is required to make notice of the meeting and application in the newspaper as well as to the applicant and adjacent property owners of the subject property.
- Notices will be mailed or published 10 days prior to the Board of Zoning Appeals meeting.

Contact Information:

7229 Ravenna Road MWThF 8:00-3:00
Concord Twp., OH 44077 Tu 8:00-5:30
(440) 354-7510 ext. 105 or 106

