

CITY OF NORTON, OHIO
NOTICE OF APPEAL TO THE BOARD OF ZONING & BUILDING APPEALS

1. Property Owner:
Name: _____ Phone: _____
Address: _____

2. Agent or Attorney (if applicable):
Name: _____ Phone: _____
Address: _____

3. Location of property to which variance will apply.

4. Current zoning of property: _____

5. Current use of property: _____

6. This appeal is made under the City of Norton, Ohio:

_____ Special Exception to the Zoning Code [1254.04(b)] Chapters 1250 through 1298	Section: _____
_____ Variance to the Zoning Code [1254.04(c)] Chapters 1250 through 1298	Section: _____
_____ Referral from the Planning Commission Chapters 1230 through 1298	Section: _____
_____ Administrative Review [1254.04(a) & 1254.05]	Section: _____
_____ Appeal of a decision made by the Bldg. & Zoning Insp.	Section: _____
_____ Other _____	Section: _____

7. This appeal is hereby taken from the decision of the City Officials for the following purpose or use:

8. A. Names and mailing addresses of contiguous property owners and those directly across the street; confirmed
(Office supplied)
B. Copy of deed or legal description of property; confirmed
C. Copy of drawing depicting variance; (Consult with the Building Department) & confirmed
D. If applicant is not owner, **original** notarized agent's letter. confirmed

9. In accordance with documents filed and accompanying this appeal, including the decision of the City Official denying the request of the applicant attached hereto, the Applicant makes the following statement of facts:

10. I hereby certify that all statements contained in my supporting data transmitted herewith are true and accurate to the best of my knowledge.

Applicant's Signature & Date: _____

FOR OFFICE USE ONLY:

Application No.: _____ Date Filed: _____ Check Amount: _____ Check No.: _____ Receipt No.: _____
Date of Board of Zoning & Building Appeals meeting to hear the application: _____

APPEAL/VARIANCE/SPECIAL EXCEPTION FEE \$300, PLUS \$50 PER SECTION APPLIED FOR
{ORD. 18-2002. Eff. 5/9/02}

CITY OF NORTON INSTRUCTIONS FOR AN APPEALS APPLICATION

1. Name of owner(s) shown on deed(s), mailing address and daytime phone.
2. Name of person(s) and/or company that will be representing the owner(s), mailing address and daytime phone.
3. Proper street address of property in question, list parcel number(s).
4. Current zoning classification of property.
5. Explain the current use of the property.
6. Consult the Building Department for Code Section that applies.
7. The general reason that each variance is requested.
8. Checklist:
 - A. Office supplies this information.
 - B. The applicant shall submit a copy of deed(s) or legal description(s) of the property in question.
 - C. Consult the Building Department.
 - D. Applicant shall submit an original notarized agent's letter stating that the owner(s) are allowing the above mentioned person(s) and/or company on #2 to represent them in the variance application. The agent's letter must be signed by all named on the deed(s) as owner(s) and notarized by a notary public.
9. Detailed information as to what type and/or exact amount of a variance requested; submit the denied building permit.
10. Signature(s) of owner(s) named in deed(s) or signature of above mentioned agent, and date signed.
11. A fee of \$300 plus an additional \$50 per each section in which a variance/appeal/special exception is being applied for, shall be submitted with the application.

NOTICE TO APPLICANTS:

In order to expedite the processing of your appeal, the Board suggests you come to the public hearing well prepared to present the case for your application. This may include plot plans, floor plans, elevation drawings, photographs or whatever is needed for the Board to clearly understand your intentions. In most cases, verbal descriptions are not adequate and require a reconvening of the public hearing at a later date for presentation of the necessary materials.

(Submission of said materials will in no way ensure a variance approval, but will help the Board to understand your intentions and their impact on the surrounding area.)

A check for the appropriate amount should be made payable to the City of Norton. Items 8 A-D constitute the minimum acceptable submission and any application not accompanied by these items shall be returned to the applicant as incomplete.

****PLEASE NOTE, APPLICANT SHALL SUBMIT THE ORIGINAL APPLICATION AND FIFTEEN (15) COPIES THEREOF FOR PROCESSING, ALONG WITH APPROPRIATE APPLICATION FEE.***