



# THE CITY OF ASHTABULA, OHIO

## APPEAL TO ADMINISTRATIVE BOARD

### INSTRUCTION SHEET

The following information is to assist an applicant in completing an application for appeal to the Administrative Board. The following numbered items correspond to a line or section of the application:

1. Clearly describe the proposed variance and why it is being requested. For example "to construct an 850 sq. ft. garage, 3 feet from the side property line."
2. Indicate the address for the property for which the appeal is requested.
3. Indicate zoning district in which the property is located. The Planning & Community Development Department Staff can assist you in determining the district.
4. Describe as clearly as possible the hardship or practical difficulty for your inability to comply with the Zoning Code Requirements.
5. Signature of the applicant.
6. Print the name and address of the applicant and a phone number where you can be reached during the day.
7. If the applicant is not the landowner the name and address of the landowner must also be provided and the applicant's relationship to the landlord explained. (i.e. relative, attorney, purchaser, etc.)

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#### PLEASE NOTE:

1. The application must be submitted by the deadline established prior to the meeting, to allow notification of property owners within 100 feet of the request. Please contact The Director of Planning & Community Development at **440-992-7118** for a list of meeting dates and deadlines.
2. Fee: A fee of \$25.00 must accompany the application. Additionally, **two copies** of the site plan of the property must accompany the application, as well as any elevations illustrating the proposed structure, signage, etc. A completed permit application must also be submitted prior to or at the time of application to the Administrative Board.
3. The staff of the Planning & Community Development Department are available to assist in completing the application or discussing the nature of your of your appeal.



**THE CITY OF ASHTABULA, OHIO**  
**APPLICATION FOR APPEAL OF ZONING REGULATIONS**

I, (we) appeal to the Administrative Board of the City of Ashtabula, Ohio in regard to the refusal of desired Zoning Permit by the Planning & Community Development Department for the following building, sign, and or use:

Proposed Variance: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_

I, (we) do further state to the Administrative Board that it is impossible to comply with the Zoning regulations for this particular purpose, (state reasons for inability to comply with the ordinance): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***A sketch illustrating the variance request must be attached for review by the Board.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owner (if different from applicant): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fee: \_\_\_\_\_ Date: \_\_\_\_\_

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The above application has been refused by the Department of Planning & Community development because of the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Record of Administrative Review Board Hearing**

Date Appeal Presented: \_\_\_\_\_ Case Advertised: \_\_\_\_\_  
Final Action by the Administrative Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Chairman of Administrative Board: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Amount: \_\_\_\_\_