

**RAVENNA TOWNSHIP ZONING DEPARTMENT**  
**6115 S. Spring St.**  
**RAVENNA, OHIO 44266**  
**330-296-9616 PHONE 330-297-9138 FAX**  
**Office Hours: Monday – Thursday 9:00a.m.-1:00p.m.**

**APPEAL/VARIANCE APPLICATION**

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Application number \_\_\_\_\_ BZA \_\_\_\_\_

Location Address \_\_\_\_\_

Parcel I.D. Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Use Variance \_\_\_\_\_

Use Area Variance \_\_\_\_\_

Request Appeal/Variance from Section: \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Owner Information**

Company \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

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Office use only

**BZA**                      **APPROVED**                      **DENIED**                      **DATE** \_\_\_\_\_



## APPLICATION REQUIREMENTS

1. Applications shall be submitted on Township Appeal/Variance Certificate Application Form, signed by the property owner, and shall include the following items in addition to the application:
  - a. A narrative statement substantiating the rationale for the Appeal or Variance.
  - b. A list of property owners adjoining and within 500 feet of the property lines of the subject property, as they appear on the County Auditor's current tax list and the mailing addresses of those owners.
  - c. Legal description of the property.
  - d. Any deed restrictions, protective covenants, and other legal instruments or devices to be used to control the use, development and maintenance of the land, and the improvements thereon.
  - e. One (1) copy of current tax map(s) of the subject property and surrounding area.
  - f. A schedule for the proposed improvements of the site and buildings, including all proposed phases.
  - g. Any plans (6 copies) or other information substantiating the rationale for the Appeal or Variance request.
  - h. \$200.00 application fee. Checks payable to Ravenna Township Zoning.
2. Required Plans (when applicable) with the Application.

All plans required in this Section shall be prepared by a professional engineer, architect, or surveyor, as applicable and shall have their respective seal on the plans.

- a. Six (6) copies of architectural plans for the development or modifications to existing structures, showing the following items:
  1. Exterior elevations.
  2. Building floor plans.
  3. Proposed exterior materials.
- b. Six (6) copies of the site plan which shall be drawn at a scale of not less than 1" = 100 feet for the development or modification of the property showing the following items:
  1. General vicinity map at a scale of 1" = 1,000 feet or 1" = 2,000 feet and shall show proposed development in relation to existing streets, subdivisions, landmarks and community facilities.
  2. Property boundary lines.
  3. Elevation contours at 2' intervals.
  4. Traffic and circulation plans.
  5. Adjacent streets and roads, widths of right of ways.
  6. Parking and loading areas including dimensions, locations and numbers of all parking and loading spaces.
  7. Proposed signage locations, height, dimensions and materials, including signs proposed to be painted on structures.

8. Surface drainage and storm water retention and/or detention basins.
  9. All existing structures and uses.
  10. Existing wetlands, ponds, streams, springs, lakes, drainage channels and the directional flow of all watercourses.
  11. All areas subject to flooding or storm water overflow.
  12. Wooded areas, areas in agriculture, and any other special natural features other than in Section 402.03.A.3.b.10.
  13. Any proposed fences, screens, walls or other landscaping features and the design and materials to be used.
  14. Open spaces proposed, clearly delineated.
  15. Type and screening details for all waste disposal containers shall be shown.
  16. All existing and proposed public and private sidewalks, driveways, and paths.
- c. Six (6) copies of the following plans which shall be drawn at a scale of not less than 1" = 100 feet for the development or modification of the property showing the following items:
1. Landscaping plan, including parking lot landscaping, in accordance with the requirements of Chapter 11.
  2. Utilities plan and location of existing utilities and easements.
  3. Lighting Plan showing the exact dimensions and locations of any proposed illuminated signage or area lighting (e.g. parking lot) along with a description of the appropriate methods (e.g. shielding, luminance) that will be used to eliminate glare and not impair the visibility of neighbors and/or the safe movement of traffic on any street or highway.
  4. On-site vehicle and pedestrian circulation plan.
  5. Final Grading Plan, if present elevation of the site is to be altered.
  6. Storm Water Management and Erosion Control Plans. The applicant shall utilize "Best Management Practices" in the design and management of storm water and erosion/sediment control systems.

**Note: Only the property owner's signature is accepted.**

OWNER: Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_