



Application for Administrative Appeal

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SHAWNEE TOWNSHIP ZONING DEPARTMENT
2530 FT. AMANDA ROAD, LIMA, OHIO 45804
MARK BISHOP-ZONING INSPECTOR

Property Information

Site Address:

Parcel ID:	Zoning District:
lot #:	Subdivision:

Property Owner Information

Name:

Address:

Phone	Fax
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Email:

Applicant Information

Same as property owner

Name:

Address:

Phone	Fax
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Email:

Agent Information

Name:

Address:

Phone	Fax
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Email:

Staff Use Only

Case # BZA21--

Date Filed:

Received By:

Hearing Date:

Technical Review:

Zoning Permit or Violation#:

Checklist (10 Copies)

- Completed Application
- Auditor's Map (11"x 17" max)
- Site Plan (if applicable)
- Deed and/or Covenants
- Notarized Signatures
- Violation Notice or Denied Permit

SUBMITTALS TO:

Drop off: Shawnee Township Zoning Dept.
2530 Ft. Amanda Rd., Lima, Ohio

Mail in: 2530 Ft. Amanda Rd.
Lima, OH 45804

Appeal Information

Section:

Nature of Request:

Section:

Nature of Request:

Zoning Inspector's decision/interpretation:

Why do you believe this decision/interpretation is incorrect? **(please be as specific as possible, attach additional sheets as necessary):**

PROCEDURE ON HEARING APPEALS: Appeals to the Board of Zoning Appeals may be taken by any person aggrieved or affected by any decision of the zoning inspector. Such appeal shall be taken within twenty (20) days after the decision by filing with the zoning inspector from whom the appeal is taken with the Board of Zoning Appeals a notice of appeal specifying the grounds thereof.

Ten (10) copies of such appeal shall be filed in total. The zoning inspector from whom the appeal is taken shall forthwith transmit to the Board of Zoning Appeals all the papers constituting the record upon which the action appealed from was taken. The Board of Zoning Appeals shall fix a reasonable time for the hearing of the appeal, give ten (10) days written notice by ordinary mail to the parties in interest, give notice of such public hearing by one publication in a newspaper of general circulation within the township at least ten (10) days prior to the date of such hearing, and decide the same within a reasonable time after it is submitted.

At the hearing, any party may appear in person or by attorney.

Affidavit

I hereby certify that the facts, statements, and information presented within this application form and any subsequent documents attached hereto are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the Township. I hereby certify that I have read and fully understand all the information required in this application form and all applicable requirements of the Shawnee Township Zoning Resolution.

Applicant/Authorized Agent Affidavit

I, _____ (Print Name), hereby certify that all information provided is true and accurate and is submitted to file an Appeal. I agree to be bound by all provisions of the Orange Township Zoning Resolution. I further agree to be bound with all applicable Federal, State and local laws and regulations.

Applicant's/Agent's Signature:

Date:

subscribed and sworn to me this _____ day of _____, 20____

Notary Public

Property Owner's Signature

I, _____ (Print Name), hereby authorize the applicant/agent listed above to file this application on my behalf. Furthermore, I authorize the applicant/agent to perform any work described in this application and/or to change the use of the subject property only in accordance with all requirements of the Orange Township Zoning Resolution.

Property Owner's Signature:

Date:

subscribed and sworn to me this _____ day of _____, 20____

Notary Public

- Agent must provide documentation that they are legally representing the property owner.
- Approval does not invalidate any restrictions and/or covenants that are associated with the property.

Application Instructions

Please submit the following:

- Application Form
Completed application form with notarized signatures.
- Deed and/or covenants
Provide a copy of your deed with any deed restrictions.
- Auditor's Tax Map -Provide a map showing the subject property and all land within 500 feet of the property. You can access and print a copy of the map.
- Copy of denied zoning permit or violation notice.
- Proof of utility service
Provide proof from the provider of your water and wastewater services (i.e. - a copy of your current utility bill)

Note: If centralized water and/or sewer services are provided by a private/public entity, you must provide a letter or current bill verifying that services are provided or access is available. If you're proposing an on-lot septic system or well, please provide information from the Allen County Health District (or appropriate agency).

Site Plan Requirements

*** Site plans which are incomplete and/or not drawn to scale will not be accepted***

- o Preparation & Submittal
 - The site plan be prepared to scale and to provide all required information as required.
 - Ten (10) copies:
 - Digital Copy (pdf format)
- o Basic Content
 - North arrow and appropriate scale (i.e. 1 inch = 20 feet)
 - Property lines labeled with exact dimensions
 - Street right-of-way boundary and street centerline
- o Show all existing site conditions:
 - Location and dimensions of all existing buildings, structures*, access drives, and landscaping.
 - Existing use(s) of all buildings with associated gross floor area (GFA).
 - On-site water and sanitary system location and dimensions. Provide proof of public water and/or sewer otherwise.
 - Parking lot footprint with location and dimensions of existing parking spaces.
 - All easements and utilities (above and below ground).
 - Existing above and below ground drainage and stormwater features.
 - Structures may include but are not limited to canopies, signs, parking areas (paved and unpaved), patios, porches, dumpsters and fences.

o Show all proposed development:

- Location and dimensions of all proposed buildings, structures, additions, and modifications to buildings/structures, with all setback distances shown.
- Proposed use(s) of all buildings with associated gross floor area (GFA).
- Building elevations and/or architectural renderings in color (if applicable).
- Materials, list of all exterior materials to be used (include siding, roofing and window glazing).
- Impervious and pervious surface location and dimensions with total lot coverage calculations provided.
- Parking layout with dimensions of parking spaces. Show parking calculations**.
- Grading plan and storm sewer layout showing proposed above and below ground drainage and stormwater features.
- All areas of disturbance (i.e. grading, filling, clearing and excavating, etc.) labeled with precise dimensions and limits.
- Landscaping details: location, quantity, size and plant species to be used.
- Lighting details: location, type of fixture, height and photometrics showing intensity (foot-candles).
- Screening details (roof or ground mounted mechanical equipment, dumpster/trash enclosures, parking areas, etc).

**Parking calculations showing ratio of required spaces based on proposed use.