

Hiram Township Board of Zoning Appeals Checklist

The Applicant must complete steps 1-5 before any action can be taken by the Secretary.

1. A completed Zoning Application for either a Variance or a Conditional Use Permit; specifically showing the date of denial, reason for the denial and signed by the Hiram Township Zoning Inspector. This Application should have the name, address and telephone number of the owner(s) of record. Work with the Zoning Inspector on your paperwork before submitting it to the Secretary. **You must request a hearing with the Hiram Township Board of Zoning Appeals within 20 days of the receipt of the denial.**
2. A list of neighboring property owners' names and addresses; both adjoining and within 500 feet of the property lines of the Applicant's property. Include the other side of the street. **One copy.**
3. **One** tax map for everyone that you have an address for (full size & must be brand new) from **Portage County Administration Building 449 South Meridian Street, Ravenna (330) 297-3598** and **six** that you get online at www.co.portage.oh.us (left menu, click DEPARTMENTS, left click GEOGRAPHICAL INFO SYSTEMS, right menu click SCANNED TAX MAPS PDF FORMAT, click WANTED TOWNSHIP, click LARGE LOT NUMBER). Let us know if you need help with this. A site plan of the entire property is required and must include the following (drawn to scale): indicate location of any easements, indicate and identify all existing building, clearly show all proposed work, indicate all property line dimensions of all existing buildings, dimensions between and dimensions to property lines.
 - Proposed building(s) and its proposed use in relation to existing streets, subdivisions and landmarks if applicable.
 - Names of existing and adjoining highways and streets.
 - Location of any fences, screens, walls or other landscaping features and the design and materials to be used.
 - Number and dimensions of all parking spaces if applicable.
 - Any existing utility lines and easements.
4. A check in the amount of **\$350** for a Variance or **\$350** plus for a Conditional Use Permit made payable to **Hiram Township**.
5. An introductory letter explaining what your general intentions are and why there is a need for the Variance or Conditional Use Permit. The letter should be less than one page. This letter will be read into the record at the Public Hearing. Make an appointment with the Zoning Board of Appeals Secretary to go over your paperwork:

Eric Hankinson
4998 Wayne Rd.
Mantua, OH 44255
330-806-7662

A note from the Zoning Inspector:

If you must file an Appeal with the Board of Zoning Appeals, it is because the Hiram Township Zoning Inspector has denied your Application for a permit in accordance with the Zoning Inspector's interpretation of the Hiram Township Zoning Resolution.

The Zoning Resolution was written by the Hiram Township Zoning Commission, a five member board which is appointed by three elected Township Trustees. The Hiram Board of Zoning Appeals (BZA) is comprised of a different five member board, also appointed by the Township Trustees. The Zoning Inspector is also appointed by the Township Trustees.

The Hiram Zoning Commission has one monthly meeting to review and make improvements to the Resolution. The Hiram Board of Trustees has two monthly meetings. The BZA meets only when a property owner submits the above list, required information, and pays the fee. The BZA Secretary receives the information, posts a notice in the newspaper of Public Hearing, contacts all parties involved, and takes minutes at the Hearing.

It is recommended that you bring pictures and drawings to the Hearing to help the BZA decide your case. If you feel that the Zoning Inspector has made an error and that you should not be applying to the BZA, contact the Zoning Inspector again to let him/her know that you would like him/her to take another look at your request.