

# Hiram Township, Ohio - Board of Zoning Appeals Checklist

The Applicant must complete 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** full size tax map that includes your property, and those properties contained in item #2 above. You may end up requesting more than one tax map. They can be obtained from **Portage County Administration Building, 449 South Meridian Street, 3<sup>rd</sup> Floor, Ravenna (330) 297-3598**. Also include **6 (six)** copies that you obtain online at [portagecounty-oh.gov](http://portagecounty-oh.gov) (click DEPARTMENTS, click TAX MAP, click SCANNED TAX MAPS, click HIRAM, click <tax map number>.tif. The <tax map number> will be the same as your full size copy and is usually located in the lower right of the map. This will download a TIF image file to your computer, please open the file and print **6 (six)** copies of this map. Let the Secretary know if you need help with this.
4. 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** for a Conditional Use Permit made payable to **Hiram Township Trustees**
5. An introductory letter explaining what your general intentions are and why there is a need for the Variance or Conditional Use Permit. Letter should be one page or less. 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) 807-7662  
ehankinson@hiramtownship.org

## 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 Board of Trustees has one monthly meeting. 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/or 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.