

WINDHAM TOWNSHIP 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 Windham 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 Windham Township Board of Zoning Appeals within 20 days of the receipt of denial.
2. A list of neighboring property owner's names, addresses, both adjoining and within 500 ft. of the property lines of the applicants 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) Portage County Administration Building 4449 S. Meridian St. Ravenna, Ohio 44266 (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.
 - A. Proposed building(s) and its proposed use in relation to existing streets, subdivisions and landmarks if applicable.
 - B. Names of existing and adjoining highways and streets.
 - C. Location of any fences, screens, walls, or other landscaping features and the design and materials to be used.
 - D. Number and dimensions of all parking spaces if applicable.
 - E. Any existing utility lines and easements
4. A check in the amount of \$350.00 for a Variance or \$400 for a Conditional Use Permit made payable to Windham Township.
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 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. **Tricia Kendrick (330) 326-1230**

If you must file an appeal with the Zoning Board of Appeals, it is because the Windham Township Zoning Inspector has denied your application for a permit in accordance with the Zoning Inspectors interpretation of the Windham Township Zoning Resolution. The Zoning Resolution was written by the Windham Township Zoning Board, a five member board which is appointed by the Windham Township Trustees. The Windham Township Board of Zoning Appeals (BZA) is comprised of five different board members also appointed by the Windham Township Trustees. The Zoning Inspector is also appointed by the Board of Trustees.