

# Village of Terrace Park

Building Department

428 Elm Avenue

Terrace Park, Ohio 45174

Phone: (513) 831-2138 Fax: (513) 831-9236 Cell: (513) 675-3640

## Zoning Variance Submittal Requirements

The property owner (or their agent) must submit eight (8) collated sets of the following and a fee of \$200 to cover the cost of the hearing and the cost of the public advertisement.

- A narrative letter requesting a variance, including the reason you feel the variance is in order.
- A copy of your submitted building permit application form.
- A copy of the Plan Review Letter issued to you by the Building Official, denying your plan approval.
- A copy of your completed Variance Request Form.
- A survey and construction documents showing project plans and the location of all existing and proposed buildings, including elevation views.
- A list of the names and addresses of all of the property owners within one-hundred (100) feet of the subject property, in all directions.
- A copy of the zoning code section from which a variance is sought.

Upon receipt of the eight (8) collated sets of documents, the village will schedule a meeting of the Zoning Board of Appeals. You will be notified of the date, time and location of the hearing.