

Zoning Code Variance Request Submittal Requirements
Village of Terrace Park, 428 Elm Ave., Terrace Park, OH 45174 - Ph.: 513-831-2138

The property owner must submit **six (6)** collated sets of the following along with the \$150 fee to cover the cost of the Hearing and the cost of notice to the public:

1. A narrative letter requesting a zoning code variance, including the reason why you feel the variance is in order
2. A copy of your Zoning Certificate Application
3. A copy of the Terrace Park Zoning Administrator's review and denial letter of your Zoning Certificate Application
4. A copy of your completed Zoning Code Variance Request
5. Property survey Certified by an Ohio Registered Surveyor showing all existing structures with dimensions and setbacks to all property lines, and a site plan showing the proposed location of all improvements with dimensions and setbacks to all property lines on such survey
6. Complete set of construction documents showing height, width, and depth dimensions, front, side and rear elevations, materials, and any other information helpful to understand the scope of the proposed improvements.
7. A list of names and addresses of all property owners within one hundred (100) feet of the subject property in all directions
8. A copy of the Zoning Code Section from which the variance is sought

Upon receipt of six (6) collated sets of documents, the Village will schedule a Hearing of the Zoning Board of Appeals. You will be notified of the date, time, and location of the Hearing.