



City of Green Board of Zoning Appeals **Appeal & Variance Request Procedure**

A hearing before the Board of Zoning Appeals can be made for two reasons: A Variance request – literally asking to vary from a code requirement. In this case, after a Zoning Permit has been denied, a request for a Variance from the zoning code can be made to the Board of Zoning Appeals (BZA) through the Green Zoning Office. The second type of hearing is an Appeal, when a challenge of a Zoning Official’s code interpretation can be made.

For a **Variance** - complete the BZA Application and submit with the following documentation:

- Zoning Permit Application complete with the specific request being made, e.g. *I am proposing to construct a detached garage which is closer to the property line than code permits, therefore I am requesting a 3 ft left side yard setback variance to permit construction of the garage with a 2 ft side setback.*”
- Site plan showing the property boundaries, existing and proposed structures, with dimensions and setbacks shown; provide 8 copies of the site plan *only* if it is larger than 11” x 17”
- Supporting documentation, photos, and/or narrative statements (as applicable) establishing and substantiating justification for a Variance.
- \$300.00 hearing application fee

For an **Appeal** – complete the BZA Application and submit with the following information within twenty (20) days following the decision of the zoning official:

- Description of the Appeal; an explanation of the issue along with optional supporting documentation, photos, site plan, as applicable.
- \$300.00 application fee. If the ruling of the zoning official is reversed, the application fee will be reimbursed.

Meetings

Board meetings may be held on the first & third Thursday each month at 7:00 p.m. in the Central Administration Building. A hearing date will be scheduled after application has been made and all required submittals have been received. Hearing deadlines are thirty (30) days prior to the target hearing.

The Board is required by law to notify abutting property owners by US mail and publish the hearing agenda in the newspaper 10 days prior to the hearing date. All hearings are open to the public; neighboring property owners are welcome to visit the Zoning Office to view the hearing information in advance, and may attend the hearing to learn more about the project and provide comments before the Board.

Hearing Procedure

The Board Chairman will open each hearing by reading the Appellant’s request. He will ask the Appellant to step forward to be sworn in, and to explain his/her request; Board members may then ask questions of the Appellant. Members of the audience are then asked if they care to comment. The Board may approve, deny, or table the matter; but generally their determination is announced at the meeting.

Green Zoning Division

Central Administration Building Business hours: 8:00 a.m. – 4:00 p.m.
1755 Town Park Blvd * P.O. Box 278 * Green, OH 44232-0278

Mindy Lawrence, BZA Secretary

Phone:

330-896-6605

Fax applications & submittals to:

330-899-0469

Email applications, submittals and/or questions to:

mlawrence@cityofgreen.org