



VARIANCE SUBMISSION PROCEDURE

- 1. Meetings are generally held on the second or third Wednesdays of each month...
2. To be included on the meeting agenda, all paperwork must be submitted by the fourth Tuesday...
3. Owner or agent must be present at the meeting or the case will not be heard...

Application Due By: \_\_\_\_\_

Variance Meeting On: \_\_\_\_\_

Permit Obtained On: \_\_\_\_\_

**TO THE BOARD OF APPEALS ON ZONING**

Case # \_\_\_\_\_

I (We) \_\_\_\_\_ of \_\_\_\_\_,  
(Name of Applicant) (Street and Number)

Massillon, Ohio, telephone number \_\_\_\_\_ HEREBY APPEAL TO THE  
BOARD OF APPEALS ON ZONING FOR \_\_\_\_\_  
(Proposed Use)

Meeting will be on Thursday, \_\_\_\_\_, in the Council Chambers office located at  
One James Duncan Plaza, Massillon, Ohio. \_\_\_\_\_  
(Please Initial)

**1. LOCATION OF THE PROPERTY:** \_\_\_\_\_  
(Street and Number)  
\_\_\_\_\_  
(Subdivision and Lot Number)

**2. DESCRIPTION OF CASE:** (Fill out only items that apply)

(1) Present zoning classification of the property: \_\_\_\_\_

(2) Description of property:

a. Size of lot \_\_\_\_\_

b. Area of lot \_\_\_\_\_

c. Is lot a corner or interior lot \_\_\_\_\_

(3) Description of existing structures:

a. Number of buildings now on premises \_\_\_\_\_

b. Size of each building now on premises \_\_\_\_\_

c. Use of existing building on premises \_\_\_\_\_

d. Percentage of lot coverage on ground level \_\_\_\_\_

(4) Description of proposed structure:

a. Height of proposed structure \_\_\_\_\_

b. Dimensions of building or addition to be constructed \_\_\_\_\_

c. Area of building or addition to be constructed \_\_\_\_\_

d. Percentage of lot coverage of building or addition \_\_\_\_\_

(5) Yard setbacks after completion of building or addition: \_\_\_\_\_

a. Front yard (measured from lot line) \_\_\_\_\_

b. Side yard (measured from lot line) \_\_\_\_\_

c. Rear yard (measured from lot line) \_\_\_\_\_

(6) A sketch depicting the above information shall accompany this application. (This sketch shall be on a Sheet of paper 8 1/2 x 11" in size)

(7) Reason for appeal. (Use additional sheet if necessary)

a. Interpretation of the Zoning Ordinance is requested because:

\_\_\_\_\_

b. A special permit is requested pursuant to Article \_\_\_\_\_, Section \_\_\_\_\_,

Paragraph \_\_\_\_\_, of the Zoning Ordinance because: \_\_\_\_\_

\_\_\_\_\_

c. Variance to the Zoning Ordinance is requested for these reasons: (All reasons must be answered)

(1) The property in question is not physically suitable for use under the limitations of the zoning district in which it is located because: \_\_\_\_\_

\_\_\_\_\_

(2) The hardship created is UNIQUE and is not shared by all properties alike in the immediate vicinity of this property and in this use district because: \_\_\_\_\_

\_\_\_\_\_

(3) The variance would not change the character of the district because: \_\_\_\_\_

\_\_\_\_\_

I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true and correct.

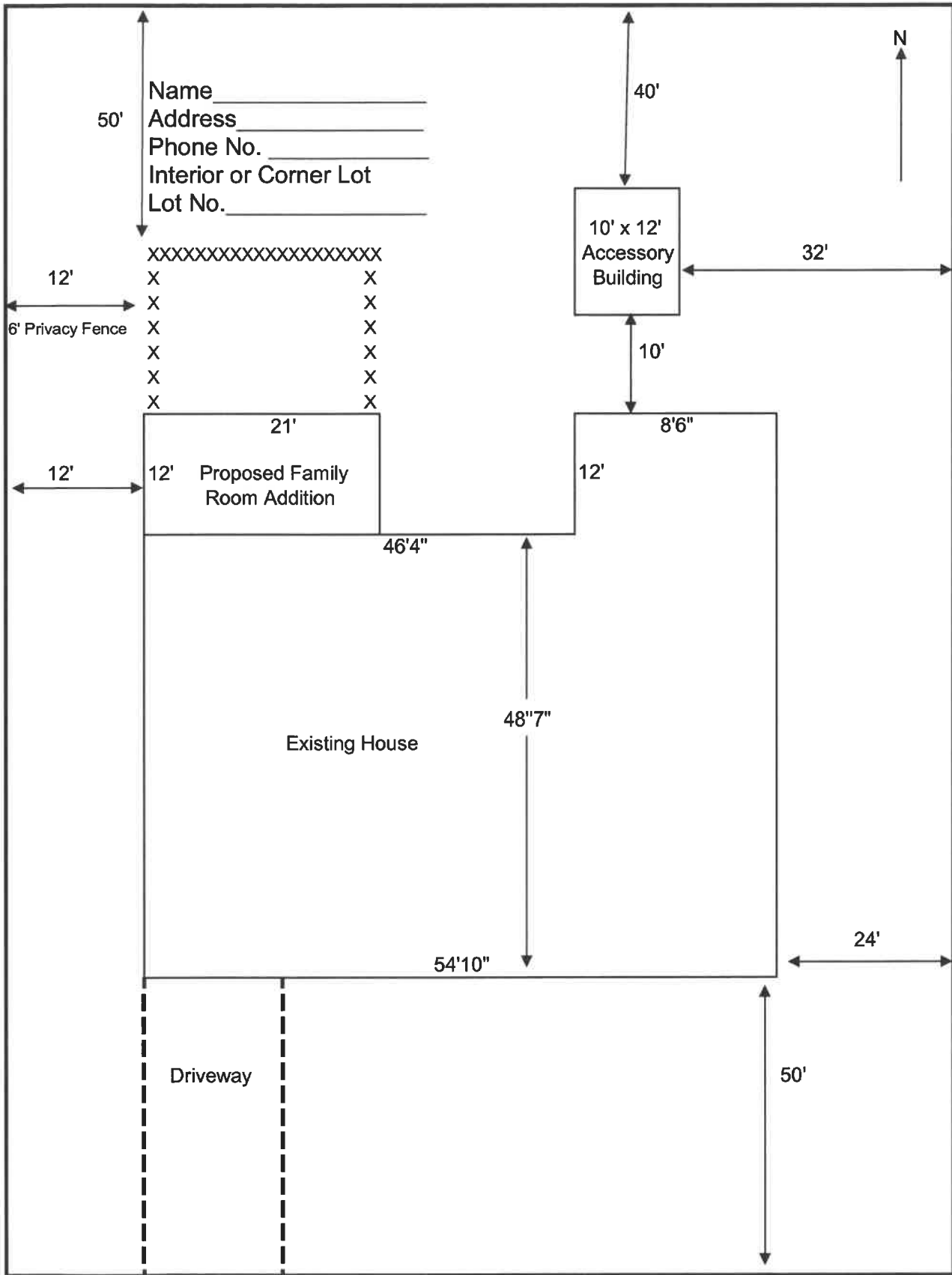
\_\_\_\_\_  
(Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

# SAMPLE PLOT PLAN



STREET NAME

STREET NAME

CITY OF MASSILLON, OHIO  
Department of Public Safety—Building Division

FEE \$ \_\_\_\_\_

**Application for Building Permit**

Date \_\_\_\_\_

**TO THE INSPECTOR OF BUILDINGS:**

Application is hereby made for PERMIT to erect a structure as herein described:

The acceptance of which shall constitute an agreement on Owner's part to abide by all conditions herein contained, and to comply with all Ordinances of the City of Massillon and the laws of the State of Ohio relating to the work to be done hereunder:

Owner _____	Address _____	Phone _____
Elec. Contr. _____	Address _____	Phone _____
Plumb. Contr. _____	Address _____	Phone _____
Heating Contr. _____	Address _____	Phone _____
Gen. Contr. _____	Address _____	Phone _____

**LOCATION AND DESCRIPTION OF BUILDING AND PROPERTY**

Street and No. _____	Footer _____
Side of Street. Sublot No. _____ Allotment _____	Foundation _____
Lot } _____ ft. front _____ ft. deep on the _____ side being } _____ ft. rear _____ ft. deep on the _____ side	Rough(s) _____
	Additional _____
Number of stories _____ and basement _____ Estimated Cost Complete \$ _____	Penalty _____
Size of Building: Width _____ Depth _____ Total Height _____	Other _____
Type of Construction: <input type="checkbox"/> FRAME <input type="checkbox"/> COMPOSITE <input type="checkbox"/> MILL <input type="checkbox"/> SLOW BURNING <input type="checkbox"/> FIRE PROOF	Base _____
Sq. ft. of contents _____ How is building to be occupied? _____ CLASS OF BUILDING _____	\$0-\$100,000, \$.50\100 _____
Is Street Curb in to establish grade in front of building? _____ Bldg. grade necessary _____	Over \$100,000 \$1.00\1000 _____
	Subtotal _____
	1 or 3% BBS _____
	Total _____

Remarks \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

The applicant, agent, owner of this building and the undersigned... (1) Agrees to conform to applicable laws of the City of Massillon and State of Ohio. (2) Responsible to verify that the job location is with-in the city limits. (3) No refund will be issued. (4) The address is correct. (5) Responsible for making arrangements for all inspections. (6) General contractor shall notify all utility companies involved in the site no more than ten days and no less than 48 hours in advance of excavation. (ORC 3781.28)

**Building Permit**

YOU ARE HEREBY GRANTED PERMISSION to:  Repair  Raze  Remodel  Erect

a structure at \_\_\_\_\_

in the City of Massillon, Ohio, in accordance with your application on file in this Department, said structure to be completed by \_\_\_\_\_. Until that time you have permission to occupy one-third of the street in front of said lots. If the sidewalk is obstructed, a temporary sidewalk, four feet in width at least, as high as the curb line, must be constructed around the obstruction and the side towards the street to be tightly boarded up to 3 feet in height above the walk, but at all times, you are to comply with all ordinances of the City of Massillon and the laws of State of Ohio relative to the construction and erecting of buildings.

AND IN ADDITION THERETO, the recipient of this permit shall indemnify and save harmless the City of Massillon or any private individual or corporation that may be damaged through erection of the structure.

\_\_\_\_\_, Building Official