

**MAHONING/COOPER TOWNSHIP  
ZONING HEARING BOARD**

**APPLICATION FOR A VARIANCE**

The undersigned requests the granting of a variance by the Mahoning/Cooper Township Zoning Hearing Board as set forth below:

\_\_\_\_\_ 1. Name and Address:

\_\_\_\_\_ 2. Location and address of the property in question:

\_\_\_\_\_ 3. Zoning district of the property:

\_\_\_\_\_ 4. What is your interest in the property in question? Please set forth whether you own the property, lease the property, intend to lease the property, purchase the property, or have an agreement of sale:

\_\_\_\_\_ 5. Set forth in detail the variance you are requesting and the section of the Mahoning/Cooper Township Zoning Ordinance under which you are requesting the Variance:

\_\_\_\_\_ 6. Set forth why you feel that a Variance should be granted:

\_\_\_\_\_ 7. Describe in detail, any use, physical characteristic or condition of the lot which you feel justifies the granting of a Variance:

\_\_\_\_\_ 8. Set forth the hardship that you would suffer if a variance is denied.

\_\_\_\_ 9. Set forth the reasons why the property cannot be developed in conformance with the Mahoning Township Zoning Ordinance.

\_\_\_\_ 10. Set forth the facts that you have not created this hardship:

\_\_\_\_ 11. Set forth any impact, positive or negative, that the granting of the Variance will have on the neighborhood where the property is located.

\_\_\_\_ 13. Set forth why the Variance you are requesting is the minimum Variance that you need to utilize your property as requested.

**PLEASE ATTACH ADDITIONAL INFORMATION IF NEEDED**

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT INFORMATION; \_\_\_\_\_

\_\_\_\_\_

E MAIL \_\_\_\_\_

## INSTRUCTION FOR APPLYING FOR A VARIANCE

COMPLETE THE APPLICATION TO THE BEST OF YOUR ABILITY.

INCLUDE A DETAILED SKETCH SHOWING: PROPERTY LINES, SETBACKS, LOCATION NEW STRUCTURE, ALL EXISTING BUILDINGS AND OFF STREET PARKING REQUIREMENTS.

ATTACH ANY DOCUMENTATION THAT YOU FEEL WOULD BE OF BENEFIT TO THE ZONING HEARING BOARD.

ATTACH A LISTING OF ALL PROPERTY OWNERS WITH ADDRESSES (OBTAIN FROM COUNTY TAX ASSESSMENT OFFICE) WITHIN FIVE HUNDRED (500) FEET IN ALL DIRECTIONS OF THE PROPERTY WHERE YOU ARE SEEKING THE VARIANCE. THIS OFFICE MAY ASSIST YOU WITH THAT.

ATTACH A CHECK MADE PAYABLE TO MAHONING TOWNSHIP IN THE AMOUNT OF \$1500.00.

WHEN THE ABOVE ITEMS ARE COMPLETED, SUBMIT THEM TO THE ZONING OFFICE.

WHEN THE APPLICATION IS SUBMITTED, THE FOLLOWING ACTION WILL OCCUR.

1. A HEARING WILL BE COORDINATED AND SCHEDULED FOR THE VARIANCE.
2. WE WILL NOTIFY THE APPLICANT, THE ZONING HEARING BOARD AND THE ADJOINING PROPERTY OWNERS OF THE TIME AND DATE OF THE HEARING.
3. WE WILL ADVERTISE THE HEARING IN THE NEWSPAPER, AS REQUIRED BY LAW.
4. WE WILL POST THE PROPERTY WITH HEARING NOTICES.

WHEN YOU RECEIVE YOUR NOTIFICATION OF THE HEARING, YOU OR YOUR REPRESENTATIVE SHOULD PLAN TO ATTEND TO PRESENT TESTIMONY.

THE ZONING HEARING BOARD WILL THEN HOLD A HEARING, SWORN TESTIMONY IS GIVEN AND RECORDED BY A STENOGRAPHER. ALL INTERESTED PARTIES WILL HAVE THE OPPORTUNITY TO PRESENT SWORN TESTIMONY.

A DECISION ON THE APPLICATION MAY BE GIVEN ON THE NIGHT OF THE HEARING, HOWEVER THE WRITTEN DECISION WILL BE PROVIDED TO THE APPLICANT WITHIN 60 DAYS AND ANNOUNCED AT A PUBLIC MEETING.