

BOARD OF ZONING APPEALS

Toledo Municipal Code, Chapter 1111.1700, Administrative Board of Zoning Appeals, allows for appeal of the Following:

Ruling of the Commissioner of Building Inspection and Code Enforcement concerning enforcement of zoning or sign codes (within 30 days of orders issued).

Hardship variances from Chapter 11, Zoning Code or Part Thirteen Title Nine Sign Code.

Exceptions as outlined in TMC 1111.1800

Applications are accepted by the Division of Building Inspection, reviewed by the staff, and a recommendation Made to the Board. Adequate information should accompany an application to allow an informed decision. Inadequate information could cause a recommendation of disapproval or deferral.

2009 BOARD OF ZONING APPEALS MEETING SCHEDULE

APPLICATION DEADLINE FRIDAY 3:30 pm	HEARING 3RD MONDAY 1:30 PM COUNCIL CHAMBERS
December 12, 2008	* January 26, 2009
January 16, 2009	* February 23, 2009
February 20, 2009	** March 23, 2009
March 20, 2009	April 20, 2009
April 17, 2009	May 18, 2009
May 15, 2009	June 15, 2009
June 12, 2009	July 20, 2009
July 17, 2009	August 17, 2009
August 14, 2009	September 21, 2009
September 11, 2009	October 19, 2009
October 9, 2009	November 16, 2009
November 13, 2009	December 21, 2009
December 11, 2009	* January 25, 2010

* moved due to holiday

** moved due council chambers not being available

CITY OF TOLEDO
INSTRUCTIONS FOR COMPLETING BOARD OF ZONING
APPEALS APPLICATIONS (419-245-1220)

All applications for waiver/variance requests to go before the Board of Zoning Appeals shall be properly completed, accompanied by the appropriate fee (\$150) and the following information:

- A letter explaining the hardship being created by not having a waiver (i.e. lot too narrow, maneuverability, etc)
- Three color photographs of the site for which the application is filed.
- Complete and accurate site plans of the property for which the application is filed. Site plans shall include all dimensions of the property; all dimensions of any building or structure on the property to the property lines (not to curb, centerline, etc.) and to other buildings on the property; all accurate dimensions, such a length, height and width, of the project for which a waiver/variance is being sought. Drawings shall be on 8-1/2 x 11" plain white paper or 1/4" graph paper. Drawings shall be neat and are to clearly show what is being requested for waiver. Drawings should also show abutting properties and addresses.
- The applicant is responsible for providing a complete and accurate legal description for the property where the variance is being applied for. You may obtain your legal description from the Real Estate Office by calling 213-4420. The Division of Building Inspection will provide the Zoning Classification for the property if that is unknown by the applicant.

The above requirements apply to any application to the Board of Zoning Appeals. No application will be processed if found to be deficient in required information.

An Administrative review, without appearance before the Board, may be requested for some minor variances provided the above requirements are met along with the following:

- Notarized letters from all abutting and adjacent property owners.
- Appeals of front yard variances will not be decided administratively.

NOTE: Administrative reviews are not considered for proposed variance in a front yard.

CITY OF TOLEDO – 419 245-1220- TMC Chapter 1112.0200

APPLICATION TO THE ADMINISTRATIVE BOARD OF ZONING APPEAL (BZA)

To the applicant: Inadequate information may lead to a staff recommendation of disapproval.

Site Location _____ Zoning District _____

Legal Description _____

Applicant (print) _____

Appeal. (from ruling of Commissioner of Neighborhoods or Commissioner of Building Inspection –Title Nine SignCode) _____

Hardship Variance _____ To Permit Exception _____ Appeal decision _____

TMC _____

Applicant Signature _____ Date _____

Address/City/State/Zip _____ Phone _____

Applicant Telephone Number _____ Applicant Fax _____

- Application will not be accepted without:**
1. 3 photos – different views of site
 2. Letter explaining request
 3. Complete, clear site plan – recommended scale 1"=20', 8-1/2" x 11" showing dimensions to all lot lines and the size of all structures on the premises
 4. Fee = \$150

You should receive written notification of the staff recommendation no later than Wednesday preceding the meeting date. Please call 245-1220 if you do not receive this notice.

Return application by mail to: Division of Inspection, One Government Center, Suite 1600, Toledo, OH 43604; or in person with the above documents and fee. Applications are due at least 30 days before the BZA meeting to allow proper notification to neighbors. Meetings are typically held the third Monday of every month at 1:30 p.m. in Council Chambers, One Government Center, Toledo, OH 43604. Applicant or representative must be present.

+++++ OFFICE USE +++++

Permit Tech Checklist – Application Properly completed _____ Photos _____ Letter _____ Proper Site Plan _____
 Copy Zoning Map _____ <http://local.live.com/> _____ Transportation notified to check site distance hazard _____
 Code Enforcement notified if appealing orders _____ Permit Tech Initials _____
 Date _____

Reviewed by _____ Date _____ Staff Recommendation _____

Board Decision _____ Date _____