

# APPLICANT COPY

## BOARD OF ZONING APPEALS APPLICATION

Please complete the attached application and supply the following list of required documents. A thoroughly completed application with the required documentation will provide the Board with the information required to return a well-informed decision.

- \_\_\_\_\_ Completed application (attached) to the Division of Building & Zoning Inspection
- \_\_\_\_\_ Submit a plot plan with details to include: Lot width and depth, location of accessory buildings, pools, decks and fences
- \_\_\_\_\_
- \_\_\_\_\_ Submit pictures of the property and existing structures where the request is proposed.
- ALL items pertaining to your request listed above must be submitted to the Division of Building & Zoning Inspection no later than 4:30 p.m. on the Wednesday before the meeting date that month. If the application is incomplete, the request will not be sent to the Board for consideration.
- Please supply any information that the applicant feels is pertinent to the request.
- YOUR APPEARANCE OR YOUR AGENTS APPEARANCE IS REQUIRED ON THE SCHEDULE HEARING DATE

Please contact the Division of Building & Zoning Inspection with any questions at 419-897-7075.

APPLICATION AND INFORMATION DUE ON \_\_\_\_\_

BOARD MEETING DATE \_\_\_\_\_ AT 4:00 P.M. IN COUNCIL CHAMBERS ON THE FIRST FLOOR.

**CITY OF MAUMEE  
DIVISION OF ZONING  
400 Conant St., MAUMEE OH 43537  
419-897-7074 / 419-897-7182 (FAX) / ZONING@MAUMEE.ORG**

I \_\_\_\_\_ request a hearing before the City of Maumee Board of Zoning Appeals for the following items:

1. \_\_\_\_\_ Setback Variance
2. \_\_\_\_\_ Parking Variance
3. \_\_\_\_\_ Sign Variance
4. \_\_\_\_\_ Other

Please state your request in fifty (50) words or less below. If additional space is required, use the back of paper.

The Board of Zoning Appeals meets the second Wednesday of each month at 4:00 p.m. in Council Chambers on the first floor at 400 Conant St., Maumee OH.

The request must be submitted no later than 45 days prior to the meeting date. Any requests submitted after that will be held until the next scheduled meeting. A complete application is required.

There is a \$125.00 fee (residential), \$200.00 fee (commercial) for appeal/variance requests.

Owner \_\_\_\_\_

Agent \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**FEES ARE NOT TRANSFERABLE OR REFUNDABLE**