

VILLAGE of GLENWILLOW
29555 PETTIBONE ROAD, GLENWILLOW OHIO 44139
440.232.4380
REQUEST TO APPEAR BEFORE THE
PLANNING COMMISSION

Meetings are held on the third Wednesday of each month at 6:00 p.m. Plan submission is required four (4) weeks prior to the meeting date.

APPLICANT OR AGENT THERETO: _____

PROPERTY OWNER: _____

SITE ADDRESS: _____

BUSINESS NAME: _____

APPLICANT'S EMAIL: _____ PHONE NO. _____

PRESENT USE: _____ PRESENT ZONING DISTRICT _____

NATURE OF REQUEST: _____

VARIANCE/APPEAL REQUESTS:

APPLICABLE SECTION(S) OF THE CODE: _____

APPLICANT'S SIGNATURE/DATE: _____

PROPERTY OWNER'S SIGNATURE/DATE: _____

REQUIRED SUPPORTING INFORMATION ON PAGE 2----->

**SUPPORTING INFORMATION
(TEN COPIES OF EACH)**

SITE PLAN APPROVAL REQUEST

1. General location plan identifying municipal limits and adjacent zoning classifications.
2. Property lines and dimensions.
3. Topographical contours at one foot intervals.
4. Location of structure, improvements, curb cuts within 100' of subject property.
5. A written statement stating how the proposed use relates to the Land Use Map.
6. Filing Fee \$100.00.
7. Engineering Plan Review Deposit as determined by the Village Engineer.

OUTDOOR STORAGE/CONDITIONAL USE PERMIT REQUEST

1. Site plan indicating the location of outdoor storage/conditional use depicting and including the following:
 - a. Location of property lines, topography, swales building(s), fences, etc.
 - b. Dimensions of outdoor storage/conditional use area including height.
 - c. Location of screening including and elevational detail of the screening.
2. A written statement identifying the items to be stored in the outdoor storage area and the method of screening. Landscaping plans shall include plant types and locations.
3. Filing fee \$250.00

VARIANCE/APPEAL REQUEST

1. General location plan identifying the location of the main and accessory structures and the location of variance/appeal showing the property lines and dimensions as well as structures on the adjacent property.
2. A written statement describing the reason for request including the following:
 - a. That the literal application of the Code will result in a practical difficulty or unnecessary hardship.
 - b. That a unique or exceptional circumstance exists and applies to the subject property.
 - c. That the need for variance or appeal has not been created by the appellant and the issue cannot be resolved by any other means.
 - d. That the granting of a variance or appeal will not be contrary to the purpose of the Code.
3. Filing fee \$100.00