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 5:30 p.m. Application and plan submission is required thirty (30) days in advance of the meeting date.

FILING FEE $100.00 (check only, executed to the Village of Glenwillow)

APPLICANT OR AGENT: _____

PROPERTY OWNER: _____

SITE ADDRESS:_____

BUSINESS NAME (if applicable): _____

APPLICANT'S EMAIL: _____**PHONE NO.**_____

PRESENT USE: _____

ZONING DISTRICT_____

NATURE OF REQUEST: _____

_____

VARIANCE/APPEAL REQUESTS:

APPLICABLE SECTION(S) OF THE ZONING CODE: _____

APPLICANT'S SIGNATURE: _____

DATE: _____

PROPERTY OWNER'S SIGNATURE: _____

DATE: _____

REQUIRED SUPPORTING INFORMATION ON PAGE 2----------→

SUPPORTING INFORMATION

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. Plan Review Deposit as determined by the Village Engineer.

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.

All applications shall be submitted via a digital format to brodic@glenwillow-oh.gov and buildingadmin@glenwillow-oh.gov unless otherwise advised that paper copies are required.