



REQUEST TO APPEAR BEFORE THE PLANNING COMMISSION

Meetings are held on the third Wednesday of each month at 5:30 pm. Application and plan submission is required thirty (30) days in advance of the meeting date.

FILING FEE: \$100.00 (check only, made payable 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/APPEALS REQUESTS: _____

APPLICABLE SECTION OF THE ZONING CODE(S): _____

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 the 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 bthomas@glenwillow-oh.gov and buildingadmin@glenwillow-oh.gov unless otherwise advised that paper copies are required.