



Village of  
**Glenwillow**

Honoring the Past - Welcoming the Future

## ***BUILDING DEPARTMENT***

29555 Pettibone Road | Glenwillow | Ohio 44139  
440-232-8788 ~ [buildingadmin@glenwillow-oh.gov](mailto:buildingadmin@glenwillow-oh.gov)

### ***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](mailto:bthomas@glenwillow-oh.gov) and [buildingadmin@glenwillow-oh.gov](mailto:buildingadmin@glenwillow-oh.gov) unless otherwise advised that paper copies are required.