

**SYLVANIA TOWNSHIP  
BOARD OF ZONING APPEALS**

**APPEAL OF A DECISION OF THE PLANNING AND ZONING MANAGER,  
VARIANCE REQUEST OR IN THE ALTERNATIVE BOTH AN APPEAL AND  
CONSIDERATION OF A VARIANCE**

<b>VARIANCE</b>	<b>SYLVANIA TOWNSHIP</b>	
<b>Zoning and Development</b>		
<small>PLEASE PRINT</small>	<small>Parcel #</small>	<small>PLEASE PRINT</small>
<b>NAME</b>		<b>ZONING DISTRICT</b>
<b>PROPERTY ADDRESS</b>	<b>Applicable Section(s) of Zoning Resolution:</b>	
<b>CITY, STATE AND ZIP CODE</b>	<b>DAYTIME PHONE:</b> <b>EVENING PHONE:</b>	
<b>LEGAL DESCRIPTION</b>		
<b>AGENT FOR APPLICANT</b>		

The undersigned applicant(s) hereby appeal to the Sylvania Township Board of Zoning Appeals, the refusal of zoning certificate No. \_\_\_\_\_ by the Planning & Zoning Manager for the reason(s) below:

- ( ) APPEAL – There was an error in the Planning and Zoning Manager’s decision
- ( ) VARIANCE – There was no error in the Planning and Zoning Manager’s decision, but a variance should be allowed in order to avoid an “unnecessary hardship” as the phrase is defined in the Sylvania Township Zoning Resolution.
- ( ) BOTH ERROR AND VARIANCE – There was an error in the Planning and Zoning Manager’s decision and a variance should be allowed in order to avoid an “unnecessary hardship” as the phrase is defined in the Sylvania Township Zoning Resolution.

**INFORMATION SUBMITTED UNDER PENALTIES OF PERJURY**

The information contained in this Appeal is submitted under penalties of perjury, and it is to the best of my/our knowledge, true and factually complete.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL INFORMATION**

**ERROR IN DECISION**

The Zoning Manager erred in applying the specific terms of the Zoning Resolution as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC INFORMATION AND QUESTIONS**

Describe the Variance request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What special circumstances and conditions exist with respect to the property, which require that a Variance be granted?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would application of the literal terms of the Zoning Resolution, (that is denial of the Variance request) deprive the applicant of the rights commonly enjoyed by other properties in the same district?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why will the granting of this Variance NOT result in granting the applicant a special privilege denied to other properties in the same district?

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Are the special circumstances and conditions, which are the grounds for the requested Variance the result of any action taken by the applicant? To what extent is the hardship self-created?

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To the knowledge of the applicant, would the granting of the Variance requested directly or indirectly result in allowing a use within the district which is not permitted, under the terms of the Resolution? YES\_\_\_ NO\_\_\_ If YES, please explain

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**OTHER INFORMATION/DOCUMENTATION REQUIRED**

- Legal description of the property involved in this request
- A detailed property map from County Auditor's AREIS mapping
- Letter of intention describing the nature of the Variance
- Seven 11" x 17" site plans (or larger) drawn to scale indicating lot dimensions, existing and proposed buildings, and all setbacks.
- Mailing addresses of adjacent property owners within 200' of said property
- \$150 fee for Residential (payable to Sylvania Township Trustees)
- \$250 fee for all other applications (payable to Sylvania Township Trustees)

Mail or deliver the original and seven copies of the application and attachments, along with a check payable to the Sylvania Township Trustees to:

**Sylvania Township Department of Planning & Zoning**