

III. REASONS FOR THE VARIANCE: *In order for the Board to fully consider all aspects of a request for variance, the applicant should provide, in writing, any information, reasons, or justification that will allow the Board to agree with the following statements:*

1)	There exist conditions and/or circumstances relating to the property that would create practical difficulties for the property owner if strict conformance to the requirements of the Zoning Resolution were required.
2)	The variance to be granted is the minimum variance possible and other alternatives for resolving the conflict between the applicant's plan and the requirements of the Zoning Resolution are impractical or infeasible.
3)	The granting of the variance will be in harmony with the general spirit, intent and purpose of this Zoning Resolution.
4)	The granting of the variance will not be injurious to surrounding properties and the general neighborhood or be otherwise detrimental to the public welfare.
5)	The granting of the variance will not result in a deleterious change in the character of the community.
6)	The granting of the variance will not infringe upon the rights and quiet enjoyment of adjacent property owners and will not diminish property values, endanger the public safety, or create a public nuisance.
7)	The granting of the variance is for a compelling reason and not simply because the applicant's plans conflict with Zoning Resolution requirements when reasonable alternatives are available.
8)	The granting of the variance is not solely for economic benefit to the applicant.

IV. PLEASE SUBMIT THE FOLLOWING: *Please submit all plans in small scaled (11x17 or legal) format.*

<input type="checkbox"/>	ONE (1) ORIGINAL SIGNED AND NOTARIZED APPLICATION AND ONE DIGITAL COPY.
<input type="checkbox"/>	A LEGAL DESCRIPTION OF THE PROPERTY.
<input type="checkbox"/>	A TAX PARCEL ID MAP indicating surrounding property owners and parcel numbers for parcels within 150 feet of the site. These must be acquired from the Trumbull County Auditor's Office.
<input type="checkbox"/>	A SCALED SITE/STAKING PLAN, SHOWING: <ul style="list-style-type: none"> a. North arrow and bar scale. b. Location, size and dimensions of all existing and proposed conditions and structures (significant natural features, landscaping, structures, additions, decks, access ways, parking). c. Property lines and dimensions of the lot. d. Size of the site in acres/square feet. e. All setbacks, street centerlines, rights-of-way, easements, and other information related to the site. f. Location, number, length, width and surface of all existing and proposed parking spaces (if applicable).
<input type="checkbox"/>	A SCALED, ARCHITECTURAL ELEVATION (IF APPLICABLE) with proposed materials noted.
<input type="checkbox"/>	FOR SIGNS, SCALED DRAWINGS INDICATING: <ul style="list-style-type: none"> a. Location of signs and sign type (wall, ground, or window) b. Sign dimensions, including letter sizes and proposed distance from sign to grade. c. Materials and manufacturer to be used in fabrication. d. Total area of sign face (including frame and excluding frame). e. Type of illumination.
<input type="checkbox"/>	FILING AND PUBLIC NOTIFICATION FEE. See Howland Township fee schedule for listing. The applicant shall also be responsible for Public Notification costs incurred by the Township.

V. CONTIGUOUS PROPERTY OWNERS: *Please attach additional sheets, if necessary.*

The *Ohio Revised Code* requires notification to surrounding property owners of pending applications under public review. Please list neighboring property owners within **150 feet** of the perimeter of the property. Information must be in accordance with the Trumbull County Auditor's current tax list. The Trumbull County Auditor can be reached via phone at (330) 675-2420. Electronic lists are encouraged.

PROPERTY OWNER (not Mortgage Company or Tax Service)	MAILING ADDRESS	CITY, STATE, ZIP CODE

VI. PROPERTY OWNER: *This section MUST be completed.*

Current Property Owner:	
Mailing Address (Street, City, State, Zip Code):	
Phone Number:	Fax Number:
E-mail or Alternate Contact Information:	

VII. REPRESENTATIVE(S) OF OWNER: *Please complete, if applicable. Attach sheets for additional representatives.*

Representative (Tenant, Contractor, Architect, etc.):	
Mailing Address (Street, City, State, Zip Code):	
Phone Number:	Fax Number:
E-mail or Alternate Contact Information:	

VIII. AUTHORIZATION TO VISIT PROPERTY: Site visits to the property by Township representatives are essential to process this application. The Owner, as notarized below, hereby authorizes Township representatives to visit, photograph, and post a notice on the property described in this application.

IX. AUTHORIZATION FOR OWNER REPRESENTATIVE: *Please complete and notarize, if applicable. Attach sheets for additional representatives.*

I/We, _____, the owner(s), hereby authorize _____ to act as my/our representative in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.	
Signature of Current Property Owner:	Date:

Subscribed and sworn to before me this _____ day of _____, 20_____
State of _____ Notary Public
County of _____

X. APPLICANT'S AFFIDAVIT: *This section MUST be completed and notarized.*

I/We, _____, the owner or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits, and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.	
Signature of Current Property Owner:	Date:

Subscribed and sworn to before me this _____ day of _____, 20_____
State of _____ Notary Public
County of _____