

REQUIRED INFORMATION NEEDED TO APPLY FOR A NOTICE OF APPEAL OR REQUEST FOR A VARIANCE

1. A completed “Notice of Appeal – Request for Variance” application. If you are representing a corporation, partnership or owner, please submit a notarized letter authorizing you to speak for the applicant.
2. A list of all property owners within, contiguous to and directly across from the subject property. This list must contain the complete address of such owners as those addressed appear on the County Auditor’s current tax list or the Treasurer’s mailing list. (<http://property.co.trumbull.oh.us/Search.aspx>)
3. Legal description and map.
4. Ten copied of the application including ten copies of each supporting document and all attachments must be supplied to the Board of Zoning Appeals.
5. A non-refundable fee of \$200.00 (with cash or check made out to “Braceville Township”) must accompany the application.
6. When filing a notice of appeal, you are required to notify the zoning inspector in writing of your intention of appeal. A copy of your notice to the zoning inspector should be attached to your appeal.
7. If the property has/had/will have a deed restriction(s) affecting the use, attach a copy of the restriction(s)

INSTRUCTIONS TO APPEAL – VARIANCE

1. Appeals must be filed within 20 days of the decision of the Zoning Inspector on the prescribed form which will be supplied by the Board upon request.
2. Any person may appear at the hearing in person or by his attorney. Failure to appear at the hearing may be grounds for dismissal.
3. The board has the power to compel the attendance of witnesses. In order to insure the service of subpoenas you should notify the board at least ten (10) days in advance of the hearing of any witnesses who you wish ordered to appear.
4. If you desire a stenographic record of the proceedings, you must notify the board at least ten (10) days in advance and post a deposit to cover the cost of the record.
5. Notice of the hearing will be sent to all parties at least ten (10) days before the hearing date and a notice of the hearing will be published at least ten (10) days in advance.