

Board of Zoning Appeals Application Procedure

Zoning Department

LIBERTY TOWNSHIP BOARD OF ZONING APPEALS APPLICATION PROCEDURE

1. An application can be made at the Zoning Office for a variance, a conditional use certificate, or to appeal a decision of the Zoning Inspector. You will need the following:
 - **Completed Zoning Application for the request and appeal application.** All applicants should be aware the Board reserves the right, prior to issuance of any granted permit, to require the reduction and filing with the Board any display documents (renderings, drawings, etc.) which are of such a nature that the applicant is unable to leave the original document or the original document is of such a size or made of such a material as to be impractical to be made a part of the file. All such oversize documents must be reduced to a size not more than 11" by 18".
 - **A non refundable fee of \$250.00 is required**
 - **Filing Fee** is payable at the time application is submitted to the Zoning Office.
 - **Parcel Number, Tax Mailing Names and Addresses** – Provide the parcel number, tax mailing names and addresses of adjoining property owners. The parcel number and property owner name for each adjacent property may be obtained at the County Auditor's Office. The tax mailing addresses may be obtained from the Treasurer's Office
- The application will not be processed without submission of the proper information. After properly submitting to the Zoning Inspector, the application is then referred to the Liberty Township Board of Zoning Appeals.
- A hearing date and time will be set. The applicant will be notified by Certified Mail; adjacent and across the street property owners will be notified of the hearing date and time by certified mail according to law.

In the case of a variance request, the applicant must be prepared to show a hardship or practical difficulty. For additional explanation, please refer to "variance" definition in the Zoning Resolution Book.
- Any pertinent information required by the Zoning Resolution relative to the application must be provided at the time of application. This includes the site plan and/or landscaping site plan and any other information required or requested in the zoning resolution. The hearing will be advertised in a newspaper of general circulation at least ten (10) days prior to the scheduled hearing.

- In the event of approval of the request by the Board of Zoning Appeals, the applicant should call the Zoning Department for information as to when permits may be secured.
- In the event any party adversely affected by the decision of the Board of Zoning Appeals objects to the action, an appeal must be filed within thirty (30) days in the Trumbull County Common Pleas Court for further action.
- Applicant shall be responsible for additional costs incurred as a result of the cancellations, continuances or changes to the original request caused by said applicant. He will be responsible for additional costs incurred in the event of readvertisement and renotification or special studies deemed necessary by the Board.