

# Mantua Township Board of Zoning Appeals

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### Items to have for the first Meeting with BZA:

- ☐ Completed Forms – Including Permission to Enter Property for Zoning Inspector Form
- ☐ Current Tax Map of Property Lot and Adjoining Properties (not older than 30 days)
- ☐ Completed Schedule A – List of Mailing Addresses for Property Owners within 500 feet of subject property
- ☐ Site Plan
- ☐ Legal Description of Property
- ☐ Paid Application Fee

*Sign and date the Notice of Appeal. File the Notice of Appeal with the township zoning inspector. Call to get the amount of the filing fee required to be paid at the time of filing. If you have any questions about completing the Notice of Appeal, contact the zoning inspector at 330-357-8013.*

## Instructions for Completing Notice of Appeal

(RC §519.15)

To appeal a decision of the zoning inspector, to appeal for a variance, or request a conditional use permit, you must complete a Notice of Appeal in the form prescribed by the Board of Zoning Appeals.

**\* Incomplete applications will not be accepted or processed. \***

Please complete the Notice of Appeal with the following information:

- Include the legal name of the property owner.
- Include the property's street address for location purposes.
- Include the County Auditor's Tax Parcel Number.
- State the current Use Classification Zoning District of the property, i.e., Residential, Commercial, Industrial, etc.
- Attach a copy of a **County Tax Map**, with the certification date, of the property, showing the location of the property in the township, with adjoining properties and public road rights-of-way.
- List of property owners within 500 feet of subject property
- Permission to Enter Property for Zoning Inspection form

**Complete and answer all questions asked.**

1. If you are **appealing a decision of the zoning inspector**, check (✓) the box next to number 1 and write why you disagree with the zoning inspector's decision. If you are not appealing the decision of the zoning inspector, leave question 1 blank.
2. If you are **requesting a variance from the zoning regulations**, check (✓) the box next to number 2 – Appeal for a Variance. You must also check the appropriate box **indicating what type of variance** you are requesting, either an **area, height, width or setback variance**; or a **use variance**.
  - A. If you are **requesting an Area Variance**, state the lot area, width, size, height, setback or buffer requirements for which you are requesting a variance and **what variance you need**. If you are not requesting an Area Variance, leave this question blank.
  - B. If you are **requesting a Use Variance** (using the property, or locating a structure on the property which is not permitted under the current zoning use classification), state the intended use of the property or structure for which the variance is needed. If you are not requesting a Use Variance, leave this question blank.
  - C. Provide a detailed written explanation as to why the variance (area or use) should be allowed and what hardship will result if the variance is not granted.
3. If you are **requesting a conditional use permit**, check (✓) the box next to number 3 of the application and provide the necessary information for 3(A) and 3(B). A conditional use is a permitted use with special conditions attached by the Board of Zoning Appeals. It is **not a variance**. List the Section and Paragraph of the zoning code which lists the conditional use. Complete Schedule A List of Interested Parties.

*Sign and date the Notice of Appeal. File the Notice of Appeal with the township zoning inspector. Call to get the amount of the filing fee required to be paid at the time of filing. If you have any questions about completing the Notice of Appeal, contact the zoning inspector at 330-357-8013.*

**Mantua Township  
Office of the Zoning Inspector**

Mantua Township Civic Center  
Mantua, Ohio 44255  
330-357-8013

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**PERMISSION TO ENTER PROPERTY FOR ZONING INSPECTION**

I, \_\_\_\_\_, at the address of \_\_\_\_\_

\_\_\_\_\_, advise the Office of the Zoning Inspector to do

one of the following (**please mark only one box**):

- ☐ No permission granted.
- ☐ Permission granted for one time entry.
- ☐ Permission granted as needed.

Printed Name of Property Owner \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_

Date \_\_\_\_\_

**Please return completed original to the Mantua Township Office of the Zoning Inspector by:**

Return Date \_\_\_\_\_

**Mailing Address:**

Mantua Township  
Office of the Zoning Inspector  
PO Box 841  
Mantua, Ohio 44255  
Phone: 330-357-8013

# Mantua Township Board of Zoning Appeals

## Notice of Appeal

(RC §519.15)

### Appeal from Decision of Zoning Inspector and / or Appeal for Variance or Application for Conditional Use Permit

*for appeal from a decision of the zoning inspector one copy of the notice of appeal must be filed with the zoning inspector and one copy with the Board of Zoning Appeals within (20) days after the decision.  
Appeal for a Variance or request for conditional use permit has no deadline.*

Property Owner / Leaseholder: \_\_\_\_\_

Property Address: \_\_\_\_\_

Auditor's Parcel ID No.: \_\_\_\_\_

Current Use Classification Zoning District: \_\_\_\_\_

- Attach Current Tax Map of Property Lot and Adjoining Properties (not older than 30 days)
- Complete Schedule A – List of Parties in Interest
- Site Plan
- Legal Description of Property

### **Instructions for Completing Form**

*Check paragraph 1 [✓] if you are appealing the decision of the zoning inspector.*

*Check paragraph 2 [✓] if you are applying for either an area or use variance.*

*Check paragraph 3 [✓] if you are applying for a conditional use permit.*

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- ☐ 1. **Appeal from decision of the zoning inspector** (attach copy of decision of zoning inspector)

I, the undersigned, appeal the decision of the zoning inspector for the following reasons: \_\_\_\_\_

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(attach additional sheets if necessary)

***If you completed the above paragraph and are not asking for an area or use variance, do not complete paragraphs 2 and 3. Go to page 6 and sign the Appeal.***

☐ 2. **Appeal for Variance** (designate type of variance)

- ☐ Lot area, width, size, height, setback or buffer requirements
- ☐ Use variance

**State the Variance Requested**

A. **Area Variance** – state the lot area, width, size height, set back, or buffer requirements from which you request a variance, and the specific variance that you want (i.e., the specific setback, side yard clearance, buffer, height, or width distance or lot area or size that you need):

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1) Will the property yield a reasonable return, or can there be a beneficial use of the property without the variance?

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2) Is the variance substantial?

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3) Would the essential character of the neighborhood be substantially altered or adjoining properties suffer a substantial detriment as a result of the variance?

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4) Will the variance adversely affect the delivery of government services?

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5) Did the property owner purchase the property with the knowledge of the zoning restrictions?

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6) Can the problem be solved by some manner other than the granting of the zoning variance?

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7) Does the variance preserve the spirit and intent of the Zoning Resolution and, will substantial justice be done by granting the variance?

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B. **Use Variance** – state the intended use of the property for which a variance is required:

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- 1) The variance is necessary due to special conditions.

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- 2) A literal enforcement of this Resolution will result in an actual unnecessary hardship to the applicant in the reasonable use of their property.

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- 3) In the use variance is granted, the spirit and intent of this Resolution will be observed and substantial justice done.

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- 4) The approval of the variance will not have an adverse impact on the immediate neighborhood, community land use, or to be contrary to the Township's Comprehensive Land Use Plan.

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- 5) The hardship is not self-created.

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- 6) The property owner did not purchase the property with the knowledge of the zoning restrictions on the use of the property.

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- 7) No use variance shall be granted where the proposed development or use would be contrary to a use prohibited under Section 605.00, Dangerous/Objectionable/Prohibited Uses.

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☐ 3. I am applying for a **Conditional Use Certificate**.

A. State the conditional use that you are applying for: \_\_\_\_\_

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B. State what Section and Paragraph of the Zoning Code provides for the Conditional Use Certificate that you are applying for:

Section: \_\_\_\_\_ Paragraph No. \_\_\_\_\_

I represent that the above statements are true and correct to the best of my knowledge and belief  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_ am/pm (time).

\_\_\_\_\_  
*Signature of Appellant*

\_\_\_\_\_  
*Signature of Owner or Legal Representative*

**Contact Information** (address notices to be sent to, etc.):

Printed Name \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_



**For Official's Use Only**

Date Notice of Appeal Filed: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Date of Notice in Newspaper: \_\_\_\_\_

Date of Notice to Parties of Interest: \_\_\_\_\_

**Decision of the Board of Zoning Appeals**

Date: \_\_\_\_\_

**Attested by:**

☐ Approved

Chairman: \_\_\_\_\_

☐ Denied

Secretary: \_\_\_\_\_

(see attached Decision)

<p><b>Schedule A – List of Mailing Addresses for Property Owners Within 500 Feet of Subject Property</b></p>
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You must list the name, mailing address and Auditor's Parcel Identification Number for all property owners within 500 feet of your property. It is your responsibility to check the Portage County Auditor and Tax Map recorders to assure your list is correct.


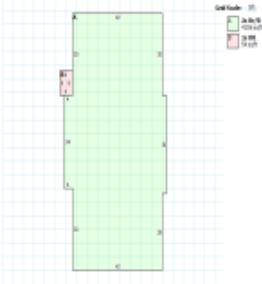
Please attach a copy of the Portage County Auditor's Property Record Card (<https://portagecountyauditor.org>) for each property to verify the correct name and mailing address of each property owner, along with the Auditor's Parcel ID Number.

Name	Mailing Address	Parcel ID No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

# Example of Portage County, Ohio – Data for Parcel, Property Record Card

These can be found online by going to <https://www.portagecountyauditor.org/> then click Search, then click on Real Estate Search.

Portage County, Ohio - Property Record Card  
Parcel 23-021-00-00-025-000  
Card 1

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**GENERAL PARCEL INFORMATION**  
Owner: MANTUA TOWNSHIP TRUSTEES BOARD OF  
Property Address: 11741 MANTUA CENTER RD  
Mailing Address: PO BOX 841  
MANTUA OH 44255  
Land Use: 630 - Exempt prop own by townships  
Deed: CURRENT DEED VOLUME/PAGE: /  
Legal Description: LOT 21 & 22

**VALUATION**  

	Appraised	Assessed
Land Value	\$48,700.00	\$17,050.00
Improvements Value	\$264,200.00	\$92,470.00
CAUV Value	\$0.00	\$0.00
Taxable Value	\$109,520.00	
Net Annual Tax	\$143.91	

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**LAND**  

Land Type	Acreage	Depth	Frontage	Depth	Value
A1 - Primary Site	2.704		0		48670
A0 - Row	0.15		0		0

**ADDITIONS**

**IMPROVEMENTS**  

Description	Year Built	Dimension	Area	Value
Paving Asphalt - 525	2020	0x0	7500	\$11,300.00
Fencing - 109	1970	0x0	1000	\$5,500.00

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**AGRICULTURAL**

**SALES**  

Date	Buyer	Seller	Price
8/26/2004	MANTUA TOWNSHIP	MANTUA TOWNSHIP OF	\$0.00
8/26/2004	MANTUA TOWNSHIP OF	CRESTWOOD LOCAL	\$0.00
1/15/2004	CRESTWOOD LOCAL	**PARCEL COMBINATION	\$0.00
1/15/2004	**PARCEL COMBINATION	MANTUA BOARD OF	\$0.00
1/1/1990	MANTUA BOARD OF	Unknown	\$0.00

**COMMERCIAL**  

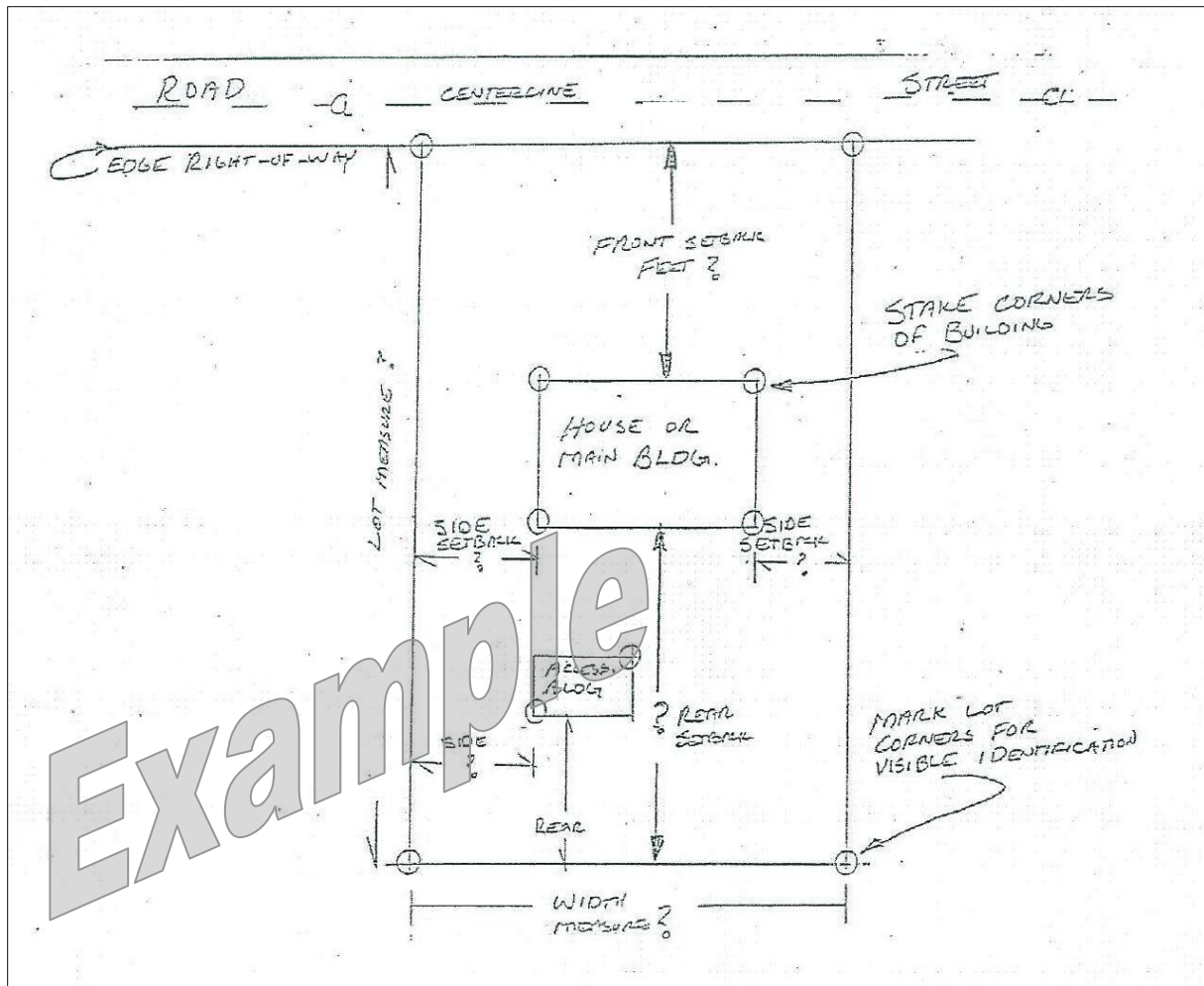
Description	Classroom (Schools)
Year Built	1914
Year Remodeled	1992
Unit Count	0
Section Number	
Section Area	8312
Wall Height	10
Section Story Count	2

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Property Record Card generated 3/17/2025 3:41:34 PM for Portage County, Ohio

## Example of a Typical Site Plan

This is an example of the type of information the Mantua Township Zoning Office needs on your site plan.



# Example of Legal Description

**EXHIBIT A**  
**LEGAL DESCRIPTION**

SITUATED IN THE TOWNSHIP OF MANTUA, COUNTY OF PORTAGE AND STATE OF OHIO AND KNOWN AS BEING PART OF ORIGINAL MANTUA TOWNSHIP LOTS 21 AND 22 AND IS FURTHER DESCRIBED AS FOLLOWS:

BEGINNING AT A RAILROAD SPIKE FOUND IN THE CENTERLINE OF STATE ROUTE 82, TWINSBURG-WARREN ROAD, RIGHT-OF-WAY VARIES, AT ITS INTERSECTION WITH THE WESTERLY LINE OF SAID ORIGINAL MANTUA TOWNSHIP LOT 22;

THENCE ALONG THE WESTERLY LINE OF SAID ORIGINAL MANTUA TOWNSHIP LOT 22 NORTH 03 DEGREES 31 MINUTES 50 SECONDS EAST A DISTANCE OF 412.08 FEET BUT TO A POINT IN THE SOUTHERLY LINE OF LANDS NOW OR FORMERLY OWNED BY THE MANTUA TOWNSHIP BOARD OF EDUCATION (228.49.50) AND THE TRUE PLACE OF BEGINNING;

THENCE ALONG THE SOUTHERLY LINE OF LANDS NOW OR FORMERLY OWNED BY THE MANTUA TOWNSHIP BOARD OF EDUCATION NORTH 83 DEGREES 59 MINUTES 40 SECONDS WEST A DISTANCE OF 246.80 FEET TO AN IRON PIPE FOUND;

THENCE ALONG THE WESTERLY LINE OF LANDS NOW OR FORMERLY OWNED BY THE MANTUA TOWNSHIP BOARD OF EDUCATION NORTH 04 DEGREES 09 MINUTES 40 SECONDS EAST A DISTANCE OF 269.10 FEET TO AN IRON PIPE FOUND;

THENCE ALONG THE NORTHERLY LINE OF LANDS NOW OR FORMERLY OWNED BY THE MANTUA TOWNSHIP BOARD OF EDUCATION NORTH 80 DEGREES 10 MINUTES 10 SECONDS EAST A DISTANCE OF 308.67 FEET TO A POINT IN THE WESTERLY LINE OF LANDS NOW OR FORMERLY OWNED BY R.J. & P.S. NEBE (1608741) AND PASSING OVER AN IRON ROD SET AT A DISTANCE OF 10.00 FEET FROM SAID POINT;

THENCE ALONG THE DIVIDING LINE BETWEEN THE SAID R.J. & P.S. NEBE AND THE MANTUA TOWNSHIP BOARD OF EDUCATION SOUTH 03 DEGREES 31 MINUTES 50 SECONDS WEST A DISTANCE OF 123.52 FEET TO AN IRON PIPE FOUND;

THENCE CONTINUING ALONG THE DIVIDING LINE BETWEEN THE SAID R.J. & P.S. NEBE AND THE MANTUA TOWNSHIP BOARD OF EDUCATION SOUTH 85 DEGREES 17 MINUTES 49 SECONDS EAST A DISTANCE OF 146.62 FEET BUT TO A POINT IN THE CENTERLINE OF MANTUA CENTER ROAD TH 247 AND PASSING OVER AN IRON PIPE FOUND AT A DISTANCE OF 30.00 FEET FROM SAID CENTERLINE;

THENCE ALONG THE CENTERLINE OF MANTUA CENTER ROAD TH 247 SOUTH 03 DEGREES 31 MINUTES 10 SECONDS WEST A DISTANCE OF 217.62 FEET TO A POINT AT THE SOUTHEAST CORNER OF LANDS NOW OR FORMERLY OWNED BY THE MANTUA TOWNSHIP BOARD OF EDUCATION;

THENCE ALONG THE SOUTHERLY LINE OF LANDS NOW OR FORMERLY OWNED BY THE MANTUA TOWNSHIP BOARD OF EDUCATION NORTH 85 DEGREES 59 MINUTES 40 SECONDS WEST A DISTANCE OF 233.40 FEET BUT TO THE TRUE PLACE OF BEGINNING AND PASSING OVER AN IRON PIPE FOUND AT A DISTANCE OF 30.00 FEET AND CONTAINING A TOTAL OF 2.8541 ACRES OF LAND OF WHICH ABOUT 1.6832 ACRES ARE IN LOT 21 AND ABOUT 1.1708 ACRES ARE IN LOT 22, ALL BE THE SAME MORE OR LESS AS SURVEYED AND DESCRIBED IN DECEMBER 2003 BY DON TROCCHIO REGISTERED SURVEYOR NO. 8445;

NOTE: INTENDING TO DESCRIBE THE SAME LANDS AS DESCRIBED IN THE DEED FROM ARTHUR B. MILLS AND ELLEN E. MILLS, HUSBAND AND WIFE, TO THE BOARD OF EDUCATION OF MANTUA TOWNSHIP RECORDED JUNE 23, 1914 IN DEED VOL 22A, PAGE 49; BEARINGS USED ARE TO AN ASSUMED MERIDIAN

Permanent Parcel Numbers: 23-021-00-00-025-000  
23-021-00-00-026-000

TAX MAP DEPT.  
LEGAL DESCRIPTION  
☒ SUFFICIENT ☐ DEFICIENT  
☒ NO DIVISION OF LAND

(MS2185.DOC1)

Asta  
LINDA PARKHAUSER  
PORTAGE CO. RECORDER

**INDEXED** 20 0424256 226 s

**QUIT-CLAIM DEED**

RECEIVED FOR RECORD  
AT 1:30:22  
FEE 30.00

BY THIS QUIT-CLAIM DEED, executed and delivered by TOWNSHIP OF MANTUA, Portage County, Ohio ("Grantor") to the BOARD OF TRUSTEES OF MANTUA TOWNSHIP, a body politic and corporate of the State of Ohio, located in the County of Portage, State of Ohio with its offices located at 3898 Winchell Road, Mantua, Ohio 44255 ("Grantee"), Grantor, for Ten Dollars (\$10.00) and other valuable consideration, receipt of which is hereby acknowledged, quit-claims to Grantee the real property described on Exhibit A hereto, together with all buildings, improvements, fixtures and interests located thereon or appurtenant thereto.

Prior Instrument Reference: Document # \_\_\_\_\_ of the Official Records of Portage County, Ohio.

Grantor's Mailing Address: 3898 Winchell Road  
Mantua, Ohio 44255

EXECUTED this 25th day of August, 2004.

TRANSFERRED  
Sec. 319.04F-01  
Sec. 319.022

AUG 26 2004

Janet R. Postle  
PORTAGE COUNTY CLERK

TOWNSHIP OF MANTUA

By: [Signature]  
Print Name: Victor Grimm  
Its: Trustee

By: [Signature]  
Print Name: Connie Leedom  
Its: Trustee


By: [Signature]  
Print Name: Steve Oros  
Its: Trustee

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THE STATE OF OHIO }  
COUNTY OF PORTAGE } SS:

The foregoing instrument was acknowledged before me this 25th day of August, 2004 by Victor Grimm, Connie Leedom and Steve Oros, Township Trustees of the Township of Mantua, Portage County, Ohio, a body politic and corporate, on behalf of the Township.

[Signature]  
Notary Public  
My Commission Expires: \_\_\_\_\_



KELLY A. RUNKLE  
Notary Public, State of Ohio  
My Commission Expires 07/2008

This instrument prepared by:  
Calfee, Flaher & Griswold LLP  
1400 McDonald Investment Center  
800 Superior Avenue  
Cleveland, Ohio 44114

(MS2185.DOC1)