

RUSSELL TOWNSHIP BOARD OF ZONING APPEALS

VARIANCE PROCEDURES

1. Variance application must include: Completed Notice Of Appeal, completed application for Zoning Certificate if appropriate, 2 copies of site plan, 2 copies of drawings of proposed structure, 2 copies of deed with legal description, and power-of-attorney if owner is not going to be present at hearing, payment of fee and any other pertinent documents. (Fee is \$200.00 for a residential property appeal, check payable to Russell Township. Check with Zoning Office for commercial appeal fee.)
2. Application must be filed with Zoning Inspector **no later than the second Tuesday of the month prior to the requested hearing.**
3. Hearings are held during the regular meetings of the Board on the first Monday of the month at 7:00 p.m. in the Fire-Rescue Station at 14810 Chillicothe Road (State Route 306). The Board may change meeting dates if necessary.
4. The minutes of the hearing will normally be approved at the Board's next regular meeting on the 1st Monday of the following month.
5. Within 5 days of approval of the minutes, a letter of confirmation of approval or denial of the variance will be sent by the Board by certified mail to the applicant, and a copy given to the Zoning Inspector.
6. In cases where variances are granted, the applicant may apply for the Zoning Permit after receiving the Board's letter. However, be advised that any interested party may appeal the Board's decision to the Court of Common Pleas of Geauga County within 30 days of the approval of the minutes. The Board's decision does not become official until 30 days following the approval of the minutes. Any action taken by the applicant prior to that point in time shall be at your own risk.