



MASSILLON BUILDING DEPARTMENT
ONE JAMES DUNCAN PLAZA, MASSILLON, OH 44646
PHONE 330.830.1724 | FAX 330.830.1782
www.massillonohio.gov

VARIANCE SUBMISSION PROCEDURE

1. Meetings are generally held on either the second, third, or fourth Thursday of each month (depending on when the Board can meet) at 6:00 p.m. in Council Chambers.
2. To be included on the meeting agenda, **all** paperwork must be submitted by the fourth Tuesday of the month **prior** to the Board meeting. Paperwork includes:
 - a. Signed and notarized application which is **completely** filled out.
A fee of \$75.00 for a residential variance or \$200.00 for commercial variance is to be paid at the time of application.
 - b. Legible plot plan with all necessary measurements on 8-1/2" x 11" paper.
 - c. Any other papers pertinent to the variance request such as pictures, plans, etc.
 - d. Additional plans as required by the Chief Building Official.
3. The owner or agent must be present at the meeting or the case will not be heard and the variance fee will be forfeited.
4. If the Board of Zoning Appeals approves the variance request at the meeting, there is a ten (10) business day waiting appeal period that must pass before a permit can be obtained.
5. If anyone is aggrieved by the Board of Zoning Appeals decision, or if the variance request is denied, there is a ten (10) business day appeal period that allows the aggrieved party to file an appeal to City Council. To file an appeal, the applicant must contact the City Council Clerk. The Council Clerk email is council@massillonohio.gov and the phone number is (330) 830-1734.

TO THE BOARD OF ZONING APPEALS

Case # _____

Name of Applicant: _____

Mailing Address: _____
(INCLUDE CITY AND ZIP CODE)

Telephone Number _____, Email _____,

HEREBY APPEAL TO THE BOARD OF APPEALS ON ZONING FOR:

(EXPLAIN WHAT YOU WANT TO DO AND WHY YOU NEED A VARIANCE)

1. LOCATION OF THE PROPERTY: _____
(PROPERTY ADDRESS & ZIP CODE)

CITY LOT # _____ COUNTY PARCEL # _____

2. DESCRIPTION OF CASE: (Fill out only items that apply)

(1) Present zoning classification of the property: _____

(2) Description of property:

a. Size of lot _____

b. Area of lot _____

c. Is lot a corner or interior lot _____

(3) Description of existing structures:

a. Number of buildings now on premises _____

b. Size of each building now on premises _____

c. Use of existing building on premises _____

d. Percentage of lot coverage on ground level _____

(4) Description of proposed structure:

a. Height of proposed structure _____

b. Dimensions of building or addition to be constructed _____

c. Area of building or addition to be constructed _____

d. Percentage of lot coverage of building or addition _____

(5) Yard setbacks after completion of building or addition: _____

a. Front yard (measured from lot line) _____

b. Side yard (measured from lot line) _____

c. Rear yard (measured from lot line) _____

(6) A sketch depicting the above information shall accompany this application. (This sketch shall be on a Sheet of paper 8 1/2 x 11" in size)

(7) Reason for appeal. (Use additional sheet if necessary)

a. Interpretation of the Zoning Ordinance is requested because:

b. A special permit is requested pursuant to Article _____, Section _____, Paragraph _____, of the Zoning Ordinance because: _____

c. Variance to the Zoning Ordinance is requested for these reasons: (All reasons must be answered)

(1) The property in question is not physically suitable for use under the limitations of the zoning district in which it is located because: _____

(2) The hardship created is UNIQUE and is not shared by all properties alike in the immediate vicinity of this property and in this use district because: _____

(3) The variance would not change the character of the district because: _____

I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true and correct.

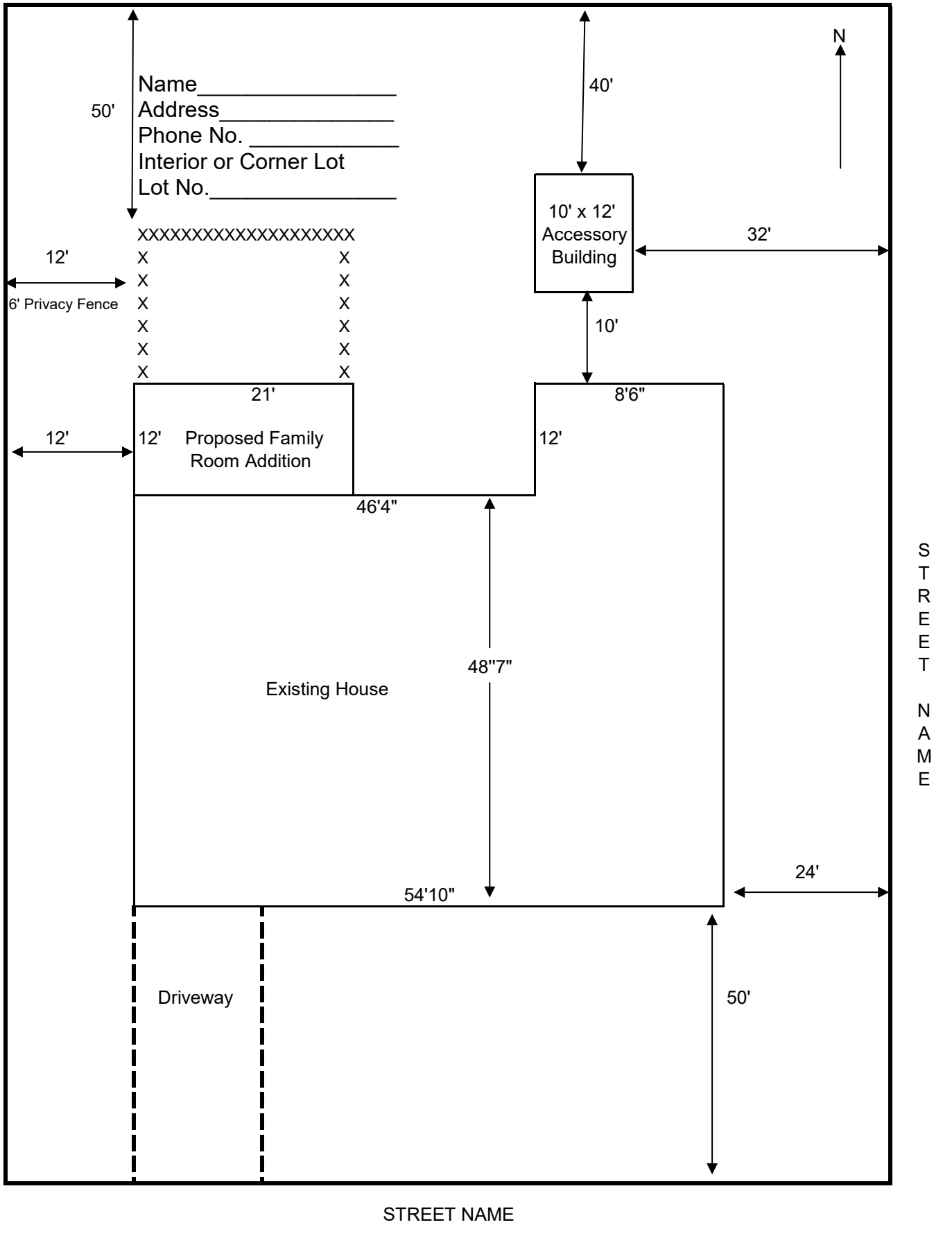
(Applicant)

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires _____, 20_____.

Notary Public

SAMPLE PLOT PLAN





**CITY OF MASSILLON, OHIO
APPLICATION FOR BUILDING PERMIT**

DATE _____

TO THE BUILDING DEPARTMENT:

APPLICATION IS HEREBY MADE FOR PERMIT TO REPAIR/REMODEL/ERECT/RAZE A STRUCTURE AS HEREIN DESCRIBED: THE ACCEPTANCE OF WHICH SHALL CONSTITUTE AN AGREEMENT ON OWNER'S PART TO ABIDE BY ALL CONDITIONS HEREIN CONTAINED, AND TO COMPLY WITH ALL ORDINANCES OF THE CITY OF MASSILLON AND THE LAWS OF THE STATE OF OHIO RELATING TO THE WORK TO BE DONE HEREUNDER:

OWNER _____	ADDRESS _____ CITY/STATE/ZIP _____	PHONE _____ EMAIL _____
CONTRACTOR _____	ADDRESS _____ CITY/STATE/ZIP _____	PHONE _____ EMAIL _____

ELEC. CONTRACTOR _____ PHONE _____	PLUMB. CONTRACTOR _____ PHONE _____	HEATING CONTRACTOR _____ PHONE _____
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JOB SITE LOCATION AND DESCRIPTION OF BUILDING AND PROPERTY:

NUMBER AND STREET _____
 _____ SIDE OF STREET SUBLOT NO. _____ ALLOTMENT _____

LOT } _____ FT. FRONT _____ FT. DEEP ON THE _____ SIDE
 BEING } _____ FT. REAR _____ FT. DEEP ON THE _____ SIDE

NUMBER OF STORIES _____ AND BASEMENT _____ ESTIMATED COST OF JOB _____

SIZE OF BUILDING: WIDTH _____ DEPTH _____ TOTAL HEIGHT _____

TYPE OF CONSTRUCTION: FRAME COMPOSITE MILL SLOW BURNING FIRE PROOF

SQ. FT. OF CONTENTS _____ HOW IS BUILDING TO BE OCCUPIED? _____ CLASS OF BLDG _____

IS STREET CURB IN TO ESTABLISH GRADE IN FRONT OF BUILDING? _____ BLDG GRADE NECESSARY _____

PERMIT FEE COST SCHEDULE:

FOOTER (\$30 EACH)	
FOUNDATION (\$30 EACH)	
ROUGH(S) (\$30 EACH)	
ADD'L INSPECTIONS (\$30 EACH)	
PLAN REVIEW	
PENALTY	
\$50 BASE PERMIT FEE (INCLUDES FINAL INSP.)	
\$5.00 PER THOUSAND OF ESTIMATED COST OF CONSTRUCTION (UP TO \$100,000)	
\$500 ABOVE +PLUS \$1.00 PER THOUSAND OF ESTIMATED COST OF CONSTRUCTION (OVER \$100,000)	
SUBTOTAL	
1% RESIDENTIAL ASSESSMENT FEE	
3% COMMERCIAL ASSESSMENT FEE	
TOTAL PERMIT FEE	

DETAILED DESCRIPTION OF WORK BEING DONE:

THE APPLICANT, AGENT, OWNER OF THIS BUILDING AND THE UNDERSIGNED AGREES: (1) TO CONFORM TO APPLICABLE LAWS OF THE CITY OF MASSILLON AND STATE OF OHIO. (2) IS RESPONSIBLE TO VERIFY THAT THE JOB LOCATION IS WITHIN THE CITY LIMITS. (3) NO REFUND WILL BE ISSUED. (4) THE ADDRESS IS CORRECT. (5) IS RESPONSIBLE FOR MAKING ARRANGEMENTS FOR ALL INSPECTIONS. (6) OWNER OR CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES INVOLVED IN THE SITE AT LEAST FORTY-EIGHT HOURS BUT NOT MORE THAN TEN WORKING DAYS BEFORE COMMENCING EXCAVATION (ORC 3781.28).

SIGNATURE OF APPLICANT _____

FOR OFFICE USE ONLY:

BUILDING PERMIT

YOU ARE HEREBY GRANTED PERMISSION TO: REPAIR REMODEL ERECT RAZE

THE STRUCTURE AT THE ABOVE LISTED JOB SITE LOCATION IN THE CITY OF MASSILLON, OHIO, IN ACCORDANCE WITH YOUR APPLICATION ON FILE IN THIS DEPARTMENT, SAID STRUCTURE TO BE COMPLETED WITHIN ONE YEAR. UNTIL THAT TIME YOU HAVE PERMISSION TO OCCUPY ONE-THIRD OF THE STREET IN FRONT OF SAID LOTS. IF THE SIDEWALK IS OBSTRUCTED, A TEMPORARY SIDEWALK, FOUR FEET IN WIDTH AT LEAST, AS HIGH AS THE CURB LINE, MUST BE CONSTRUCTED AROUND THE OBSTRUCTION AND THE SIDE TOWARDS THE STREET TO BE TIGHTLY BOARDED UP TO 3 FEET IN HEIGHT ABOVE THE WALK, BUT AT ALL TIMES, YOU ARE TO COMPLY WITH THE ORDINANCES OF THE CITY OF MASSILLON AND THE LAWS OF THE STATE OF OHIO RELATIVE TO THE CONSTRUCTION, REMODELING AND ERECTING OF BUILDINGS. AND IN ADDITION THERETO, THE RECIPIENT OF THIS PERMIT SHALL INDEMNIFY AND SAVE HARMLESS THE CITY OF MASSILLON OR ANY PRIVATE INDIVIDUAL OR CORPORATION THAT MAY BE DAMAGED THROUGH THE CONSTRUCTION, REMODELING, ERECTION OR RAZING OF THE STRUCTURE.

_____, CHIEF BUILDING OFFICIAL

_____, DATE