

CATAWBA ISLAND TOWNSHIP BOARD OF ZONING APPEALS
Application for Appeal

The Board of Zoning Appeals shall have the duty to hear and decide appeals where it is alleged there has been an error in any interpretation, order, requirement, decision, or determination by the Zoning Inspector in the enforcement and administration of the Resolution.

An appeal to the Board may be taken by any person aggrieved or by an officer of the Township affected by any decision of the Zoning Inspector. Such appeal shall be taken within twenty (20) days after the decision **by the Zoning Inspector** by filing with the Zoning Inspector and with the Board a notice of appeal specifying the grounds thereof. **The grounds shall be specified by reference to the Section and sub item of the Zoning Resolution in question – (for example Section 5, Subitem A, 1, f.)**

Application for an appeal shall consist of the following:

1. The completed application form.
2. A typewritten list of the names and addresses of property owners within, contiguous to, and directly across the street from the property involved. The names and addresses shall be obtained from the County Auditor's current tax list or the County Treasurer's mailing list. Failure to deliver all of the property owners' names and addresses will not invalidate the action taken by the Board of Zoning Appeals, but may result in revocation of the zoning permit upon request by a party who was not properly notified.
3. A copy of the decision being appealed.
4. A \$250.00 filing fee. Checks should be made payable to Catawba Island Township.

The Zoning Inspector shall have no responsibility to determine the validity of the appeal as filed or that the application as filed is complete and addresses all of the requirements listed above. The Zoning Inspector shall simply accept the appeal as filed, if it is within the allowed timeframe for an appeal, and shall proceed with scheduling the hearing for the appeal and mailing the appropriate notifications to adjoining property owners and publicizing the hearing notice in a newspaper of general circulation at least ten days prior to the hearing date. The Board of Zoning Appeals shall determine the validity of the appeal application at its hearing and proceed accordingly.

CATAWBA ISLAND TOWNSHIP BOARD OF ZONING APPEALS

NOTICE OF APPEAL

Appeal No. _____

CATAWBA ISLAND TOWNSHIP, OTTAWA COUNTY, OHIO

(One copy must be filed with the Township Zoning Inspector and one copy with the Board of Zoning Appeals within 20 days after the decision.)

I/We hereby appeal to the Board of Zoning Appeals the refusal or issuance (circle one) of a Zoning Certificate by the Township Zoning Inspector for the reason that there was the following error in said decision **(please identify the specific items of the zoning resolution by Section and subitem - i.e. Section 5 Parking, Subitem A, 1, f) Attach an additional sheet of paper if needed to identify all Sections of the zoning resolution that are being appealed. Additional items of appeal may not be added after the 20 day period of time for the submission of the appeal has expired.**

Fee Paid _____ Applicant(s) _____
Date Filed _____, 20_____
Hearing Date _____, 20_____
Address _____
Phone _____

Signature of Zoning Inspector

Signature of Applicant(s)

Decision of Board of Zoning Appeals: _____

Date of Decision of Board of Appeals: _____, 20____

BOARD OF ZONING APPEALS

by: _____
Chairman