

PROCEDURE FOR REQUESTING A ZONE CHANGE, VARIANCE, STREET
VACATION OR APPEAL TO THE VILLAGE OF LOWELLVILLE

- 1) Send a formal letter from the owner of the property(s) requesting a variance, zone change, street vacation or appeal indicating the reasons for your request.

Village of Lowellville
Planning and Zoning Commission
140 East Liberty Street
Lowellville, Ohio 44436

- 2) The Clerk of the Commission shall forward a copy to all members of Council.
- 3) The letter shall contain the pertinent street address of the lot(s) affected, the specific lot numbers, their present zoning classification and the variance or zoning classification desired or if it is the vacation of a street. A variance request requires a hardship. The purpose for the variance, zone classification, or street vacation must clearly be stated.
- 4) A legal description of the property involved shall be enclosed with you letter. A photocopy of the description of the land on your deed will be sufficient in most cases. Also present as much information as possible to the Commission. (Architectural drawings, photos, scaled models, etc. anything to make you request clear and understandable). A site plan is also required.
- 5) If you are appealing the recommendation of the Planning commission, address you letter to:

The Village of Lowellville
Zoning Appeals Board
140 East Liberty Street
Lowellville, Ohio 44436

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The Ohio Revised Code requires two hearings on any request for a change to a property, one before the Planning and Platting Commission, requires their recommendation to the Council and one before the legislative body of the City, the Council of The Village of Lowellville.

- 1) Upon receipt of your request, the Planning and Platting Commission will schedule a public hearing. The Village of Lowellville codified Ordinances of the Village requires a thirty (30) day public notice.
- 2) Notice of the hearing will be published in the Home Town Journal as required by law.
- 3) The property owners abutting the affected property will receive timely notice in the mail of the hearing.
- 4) At the hearing, all property owners either for or against the proposed request will have an opportunity to speak before the Commission.
- 5) Depending on the situation, the Commission will either make a decision that night or on another date and will then forward their recommendation to either reject or approve the request. If approved they may do so with certain restrictions or recommendations.
- 6) The commission's recommendation is forwarded to Council who may then request legislation be drawn up by the Solicitor.
- 7) A Council Member then introduces the legislation on the floor of Council at its regular meeting.
- 8) After it has been read by the clerk, the legislation is then scheduled for a public hearing in accordance with the Ohio Revised Code. The law requires a thirty (3) day Notice to the public to be published in the Home Town Journal.
- 9) The Clerk of Council's office will publish the Notice of Public Hearing and will mail notices of the hearing to all property owners affected by the request as well as the person(s) making the request approximately two weeks prior to the meeting.
- 10) On the day of the hearing all persons either for or against the requested change will be given an opportunity to speak. Council members may ask questions of the speaker to clarify their understanding of the situation.
- 11) Council may vote either for or against the request on that night or at a subsequent meeting night.
- 12) Should either the Planning Commission or the Council deny a request, the person(s) requesting the change may appeal to the Board of Zoning Appeals.