

Catawba Island Township

4822 E. Cemetery Road
Port Clinton, Ohio 43452

Trustees

Gary Mortus 419-797-4860
Matt Montowski 419-797-3031
William Rofkar 419-797-9988

Zoning Inspector

Walter Wehenkel 419-797-4131

Fiscal Officer

Karen Shaw 419-797-4131

Addendum to the Application

Instructions:

The Applicant shall complete the appropriate form as part of the application submission. The Board of Zoning Appeals shall publicly review the submitted form at the public meeting, stipulating the responses identified by the applicant.

Each item on the form needs to be addressed. The Board shall receive the testimony of those in attendance that are in support of the application and that are opposed to the request. The Board may consider written comments that are submitted in advance of the hearing during its review.

At the conclusion of the testimony, the Board shall complete a separate form to become part of the public record. The Board shall summarize its findings concerning each item after reviewing the application and hearing the testimony.

Should an issue not be adequately addressed, the Board may continue the hearing to provide adequate time for the necessary material to be submitted to address the Board's concerns.

Failure by the Board to conclude that all of the noted criteria have been properly addressed will result in denial of the applicant's request.

Catawba Island Township Board of Zoning Appeals

Application for an Area Variance

An area variance is a departure from the provisions of the Zoning Resolution usually relating to setbacks, side yards, height, frontage/lot width, lot size and percentage (%) of coverage. These variances relate to the physical characteristics of the property. Strict enforcement of the zoning requirements for the specific lot would present “practical difficulties” basically making the property unusable.

Application for an area variance shall be filed with the Zoning Inspector and must consist of the following:

1. Application form. Physical address identifying the parcel. Markers or flags shall be accurately placed indicating the area of the requested variance provided by the Zoning Inspector.
2. Copy of the deed showing ownership and a legal description of the parcel. If the applicant is not the owner of the property, a power of attorney from the owner granting the applicant authority to request the variance.
3. Plot plan drawn to scale showing dimensions and shape of parcel, location of all road right of ways, size, square footage, height and location of existing buildings, setbacks to these structures, the locations and dimensions of proposed structures, alterations or additions and any natural topographic peculiarities of the parcel, and locations and dimensions of setbacks of adjoining properties. Applicant shall indicate North direction on all drawings. Note: Setbacks are measured to the farthest projection of the structure including steps and bay windows, etc., but not including overhangs of eighteen (18) inches or less.
4. A typewritten list of the names and addresses of all property owners within, contiguous to and directly across the street from the property involved. The names and addresses can be obtained from the County Auditor’s current tax list or the Treasurer’s mailing list. Failure to deliver all of the property owner’s names and addresses will not invalidate the action taken by the Board of Zoning Appeals, but can result in revocation of the Zoning Certificate upon request by a party who was not notified.
5. A typewritten statement explaining why the variance from the requirements of the Zoning Resolution is requested and how the applicant believes he/she meets the standards listed in Section 9, C2, of the Zoning Resolution which are used in determining whether to grant an area variance.
6. A \$250.00 filing fee. Checks made payable to Catawba Island Township.
7. Submission of this application for area variance shall request permission for the members of the Board of Zoning Appeals to inspect the property described.

No application will be scheduled for hearing until all of the above items have been filed with the Zoning Inspector. Hearings are held the second Wednesday of each month. The filing deadline is noon, three weeks prior to the hearing. At the time of filing, the Zoning Inspector will supply flags which the applicant is required to use in order to mark the property at least 10 days prior to the hearing. For this reason, applications must be filed in person, either by the applicant or a designated representative.

APPLICATION FOR ZONING CERTIFICATE APPLICATION # _____

Catawba Island Township, Ottawa County, Ohio (RC. 519.16 & 519.17)

To The Township Zoning Inspector:

The undersigned hereby applies for a zoning certificate to be issued on the basis of the representations contained herein, all of which the applicant says are true. In the event such application, sketch, site plan or PUD plan, or supporting evidence contains an error, misstatement or misrepresentation caused by the applicant or his/her agent and on which the Township Officer relied in order to issue or approve a Zoning Certificate, then the granted Zoning Certificate shall constitute ground for the revocation of the permit at any time.

Address of Property _____

Section & Lot _____ Lot _____ Subdivision _____

Name of Land Owner _____ Phone No. () _____

Address _____

Occupant _____ Phone No. () _____

Proposed Use (explain) _____ Zoning District _____

____ New ____ Alteration ____ Addition ____ Relocate ____ Commercial ____ Sign/Size

____ Accessory Building ____ Residence ____ No.of Families ____ Fence ____ Other (explain)

Attach a sketch of lot, showing dimensions, existing buildings and proposed construction or use including setbacks from lot lines and other structures. Show all road right of ways and indicate North and provide the following information:

Main road frontage _____ feet. Lot width _____ feet. Lot depth _____ feet. Lot depth _____ feet.

Set back from main road right of way _____ feet. Rear yard clearance _____ feet.

Side yard clearance _____ feet Right. Side yard clearance _____ feet Left.

Dimensions of building _____ feet Width _____ feet Depth.

Highest point of building above the established grade _____ feet.

***Set backs are measured to the farthest projections of a structure including steps, bay windows, etc., but not including overhangs of eighteen (18) inches or less.**

Are the property pins located or have you had a recent survey of the parcel? Yes / No

If application is for a non-residential use, list total square footage of building per floor. If application is for a residential use list total area of living space per floor as well as total area of all applicable attachments to the structure.

Number of stories: _____ First floor _____ sq. ft. Second floor _____ sq. ft. Third floor _____ sq. ft.

Garage/carport _____ sq.ft. Decks/porches _____ sq. ft. Total _____ sq. ft.

Off-street parking _____ sq. ft. Accessory building size _____ x _____ sq. ft.

Describe any easements _____

Allowed coverage is _____% for the _____ Zoning District. Actual Percentage (%) of coverage is _____% Building Use _____

Dwelling requirements: It is agreed that structure or use will meet all requirements of Section 7, E. 1 through 6 of the Catawba Island Township Zoning Resolution. If not, describe:

Applicant/Agent *X* _____ ***Date*** _____

Filed with the Catawba Island Township Zoning Inspector on the _____ day of _____ / _____
Date acted upon _____ day of _____ / _____.

Upon basis of Application # _____, the statements in which are made a part hereof, the proposed usage is (found) (not found) to be in accordance with the Catawba Island Township Zoning Resolution and is hereby (approved) or (rejected) for the _____ Zoning District.

Fee paid \$ _____

Catawba Island Township Zoning Inspector

If application is rejected, reason for rejection _____

Permit valid for a period of eighteen (18) months from date of issue.

Note: Private deed restrictions may need to be met in some areas of the township.

Catawba Island Township Board of Zoning Appeals

Application for Area Variance

Application # _____

To the Catawba Island Township Board of Zoning Appeals:

We, the undersigned owners of real estate in Catawba Island Township, Ottawa County Ohio, request an area variance from the requirements of the Catawba Island Township Zoning Resolution for the following legally described land in the _____ Zoning District.

(legal description)

Owner of Record: _____

A variance is being requested from the following section(s) of the Zoning Resolution:

A variance would allow:

Accompanying this application are the necessary plans, drawings and/or supporting material required.

Fee Paid _____

Applicant _____

Date Filed _____

Address _____

Date of Hearing _____

Decision of Zoning Board of Appeals

Chairperson

Date of Decision

Zoning Inspector

Area Variance
Finding of Fact

The factors or standards to be considered and weighed for an area variance include, but are not limited to the following:

1. Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance.

2. Whether the variance is substantial.

3. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance.

4. Whether the variance would adversely affect the delivery of governmental services (for example, water, sewer, garbage).

5. Whether the property owner purchased the property with knowledge of the zoning restriction.

Area Variance - Finding of Fact *(continued)*

6. Whether the property owner's predicament feasibly can be prevented through some method other than a variance.

7. Whether the spirit and intent behind the zoning requirements would be observed and substantial justice done by granting the variance.

Decision

The decision made by the Catawba Island Township Board of Zoning Appeals will go into effect after the record from tonight's Board of Zoning Appeals action is approved at the next scheduled meeting of the Board. Upon approval, the zoning certificate will be available for processing and receipt. **HOWEVER**, understand that an appeal to the Ottawa County Court of Common Pleas may still occur within 30 days following the approval of the Board of Zoning Appeals minutes.

It is therefore the decision of the Catawba Island Township Board of Zoning Appeals that this area variance petition is granted, subject to any conditions stated in the minutes which conditions are incorporated herein by reference and made a part of this decision.

Adopted this _____ day of _____, 20 ____.
