

City of St. Marys Zoning Hearing Board Application Procedure

An applicant applying to the Zoning Hearing Board must fill out this application and *all other required information* for the Board to review an “Appeal”, a “Special Exception”, or a “Variance” application. **It is the applicant’s responsibility to submit one completed application form and zoning permit application, and two (2) copies of the application supplemental information, i.e. site plan, photographs and any other relevant documents or the application may be rejected for incompleteness. The submittal date of the complete application will determine the meeting date the case will be heard.**

Submit the following:

1. Zoning Permit and attached application form, completely filled out, including signature(s) of property owner(s) and applicant.
2. A site plan of the property, drawn to scale, showing actual dimensions, distances to property lines, and all existing and proposed structures, improvements, etc.
3. Photograph(s) of the location of the requested application. (Please bear in mind that the City cannot copy color photographs, so more than 2 copies would be helpful.)
4. A check for \$260.00 made payable to the City of St. Marys, which covers the cost of the hearing and the legal advertising.
5. If appropriate for your application, please furnish front, side, and rear elevations of the proposed structure or any proposed addition(s), along with a floorplan.

IMPORTANT APPLICATION REQUIREMENTS / INFORMATION

1. A representative must be at the meeting to represent the application and be able to act on the owner’s behalf if the owner is not present and have the authority to accept conditions that the Board may impose.
2. A deed or signed sales agreement for the subject property must be entered into the record as evidence. These documents may be included with the application packet submittal.
3. The hearing will be advertised in a local paper of general circulation.
4. A notice will be posted on the subject property by the Zoning Officer at least seven (7) days before the hearing date. The notice must remain undisturbed on the property until removed by City officials.
5. Copies of the decision are available to the applicant or any other party to the hearing upon written request.

