

**CITY OF TWINSBURG**

**BOARD OF BUILDING AND ZONING CODE APPEALS**

**SUBMITTALS**

1. Completed application, signed and dated.
2. \$100 Fee
3. 9 Sets of Plans
4. Letter stating why this would create a hardship if variance(s) is not granted.  
(See attached sample letter)

**SPECIAL NOTICE:**

City Charter 7.10

ANY ACTION BY THE BOARD OF ZONING AND BUILDING CODE APPEALS REGARDING EXCEPTIONS OR VARIANCES MAY BE NULLIFIED BY VOTE OF FIVE (5) MEMBERS OF COUNCIL TAKEN WITHIN THIRTY (30) DAYS FOLLOWING SUCH ACTION BY THE BOARD.

(Amended November 7, 1989)

**CITY OF TWINSBURG, OHIO**

**BOARD OF BUILDING AND ZONING CODE APPEALS**

Appeal # \_\_\_\_\_  
Amt. Pd. \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
\_\_\_\_\_

Appeal for:

- \_\_\_\_\_ Decision or actions of City Inspector
- \_\_\_\_\_ Zoning Inspection refusal to issue Certificate of Occupancy
- \_\_\_\_\_ Variance/Variances

Present Zoning \_\_\_\_\_ Previous Appeals \_\_\_\_\_

Nature and reasons for appeal (Include Section Number or Ordinance involved)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list names and addresses of any person, firm or corporation owning property located contiguous to and directly across the street from such appeal or application related property.

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Applicant's Signature Date

## SAMPLE LETTER

Gentleman:

In accordance with the regulations specified in Section 1199.09 (C) (2) the Twinsburg Zoning and Development Regulations; we are providing the following information relevant to your evaluation of our appeal (in every instance of granting a variance by the Board, there must be a showing by the Board that):

- A. “The strict application of the provisions of the Code would result impractical difficulties or unnecessary hardship inconsistent with the general purpose and intent of this Code.”

*The location of our condenser unit coupled with the steep uphill terrain of the remainder of our backyard has prevented us from positioning our deck solely within our backyard. Relocation of our condenser unit to a more distant area would cost approximately \$400.00 and result in decreased efficiency of this unit. Therefore, strict compliance with this provision of the side yard regulation would result in unnecessary financial hardship.*

- B. “There are exceptional or extraordinary circumstances of conditions applying to the property involved or to the intended use or development of the property that do not apply generally to other properties or uses in the same zoning district or neighborhood.”

*This application of the side yard regulation to this situation would not accomplish the desired effect of providing a degree of privacy between neighboring properties, since our side yard property line forms our neighbor’s rear lot line. Positioning of our deck in the manner shown of the deck plan view would not jeopardize the privacy of our neighbors in any manner.*

- C. “The granting of such variance will not be of substantial detriment to the public interest or to property or improvements in such district in which the variance is sought, and will not materially impair the purpose of this code.”

*The addition of this deck will actually serve to enhance the monetary and aesthetic value of this property.*

*We realize the importance of maintaining proper zoning and building code regulations. However, we feel that this particular violation of these regulations in no way adversely affects public health, safety, convenience, or the general welfare of the surrounding populace.*