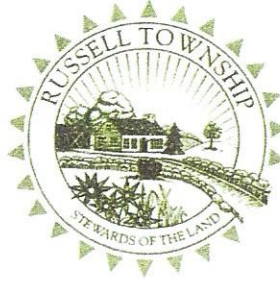


Russell Township
8501 Kinsman Road
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RUSSELL TOWNSHIP BOARD OF ZONING APPEALS

VARIANCE PROCEDURES

1. Variance application must include: Completed Notice of Appeals application, completed for Zoning Certificate if appropriate, 2 copies of site plan, 2 copies of drawings of proposed structure, 2 copies of deed with legal description, and power-of-attorney if owner is not going to be present at hearing, payment fee and any other pertinent documents. (residential property appeal fee is \$250.00 and commercial property appeal fee is \$350.00; check payable to Russell Township).
2. The Application must be filed with Zoning Inspector **no later than three weeks prior to the next meeting**. Meetings are posted on the Russell Township website or you may call the Zoning Department for meeting confirmations. This allows for adequate time to advertise the public hearing and send meeting notices to property owners within 300 feet of your property.
3. Hearings are held during the regular meetings of the Board of Zoning Appeals on the first Monday of the month at 7:00 p.m. in the Russell Town Hall at 14890 Chillicothe Road – SR 306. The board may change meetings dates if necessary.
4. The Minutes of the hearing will be approved at the next Board of Zoning Appeals meeting.
5. Within 5 days of approval of the minutes, a letter of confirmation of approval or denial of the Variance will be sent by certified mail by the Board of Zoning Appeals to the Applicant and a copy given to the Zoning Inspector.
6. In cases where Variances are granted, the Applicant may apply for the Zoning Permit after receiving the letter from the Board of Zoning Appeals. Be advised that any interested party may appeal the Board of Zoning Appeals decision to the Court of Common Pleas of Geauga County within 30 days of the approval of the minutes. The Board of Zoning Appeals decision does not become official until 30 days following the approval of the minutes. Any action taken by the applicant prior to that point in time shall be at their own risk.