

ALLEN TOWNSHIP BOARD of APPEALS
APPLICATION for APPEAL

Revised 1/1/12

The Board of Zoning Appeals shall have the duty to hear and decide appeals where it is alleged there has been an error in any interpretation, order, requirement, decision, or determination by the Zoning Inspector in the enforcement and administration of the Resolution.

An appeal to the Board may be taken by any aggrieved or by an officer of the Township affected by any decision of the Zoning Inspector. Such appeal shall be taken within twenty (20) days after the decision by filing with the Board a notice of appeal specifying the grounds thereof.

Application for an appeal shall consist of the following:

1. Application form.
2. A list of the names and addresses of property owners within, contiguous to, and directly across the street from the property involved. The names and addresses shall be obtained from the County Auditor's (419-734-6740,ottawacountyauditor.org) current tax list or the County Treasurer's (419-734-6750,ottawacountytreasurer.org) 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 may result in revocation of the Zoning permit upon request by a party who was not properly notified.
3. Copy of the decision being appealed.
4. A \$275.00 filing fee. Checks should be made payable to Allen Township.

No application will be scheduled for a hearing until all of the above items have been filed with the Zoning Inspector.

**ALLEN TOWNSHIP BOARD of ZONING APPEALS
NOTICE OF APPEAL**

Revised 01/01/12

Application # _____

One copy must be filed with the Township Zoning Inspector and one copy with the Board of Zoning Appeals within 20 days after the decision.

I/We hereby appeal to the Board of Zoning Appeals the refusal of a Zoning Certificate by the Township Zoning Inspector for the reason that there was the following error in said decision:

Print Name

Signature

Applicant(s) _____, _____

Address _____

Phone/Cell _____ Email _____

Fee Paid \$ _____ Cash/Check # _____ Receipt # _____

Date Filed _____, 20____ Hearing Date _____, 20____

Allen Township Zoning Inspector
21030 W. Toledo St. Williston, OH 43468

**ALLEN TOWNSHIP ZONING RESOLUTION
APPEAL DECISION**

Revised 1/1/12

The Zoning Board of Appeals shall make its findings and determination in writing within thirty (30) days from the date of filing of the appeal and shall forthwith transmit a copy thereof to the applicant.

The Board shall keep minutes of its proceedings showing the vote of each member upon each question and shall keep records of its examinations and other official actions, all of which shall be filed in the office of the Board of Allen Township Trustees and shall be a public record.

DECISION

It is therefore the decision of the Allen Township Board of Zoning Appeals that this appeal petition is granted or denied _____, subject to any conditions.

DECISION REMARKS

Approved this _____ day of _____, 20_____

- | | | | |
|----|-------|-----------|----------|
| 1. | _____ | YES _____ | NO _____ |
| 2. | _____ | YES _____ | NO _____ |
| 3. | _____ | YES _____ | NO _____ |
| 4. | _____ | YES _____ | NO _____ |
| 5. | _____ | YES _____ | NO _____ |

Secretary _____