



CITY OF TOLEDO
Department of Inspection
Division of Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329
onestopshop@toledo.oh.gov

Instructions To Complete An Application To The

BOARD OF ZONING APPEALS

All applications for waiver or variance requests submitted to the Board of Zoning Appeals shall be properly completed, accompanied by the appropriate fee of \$150 and the information below. The \$150 fee may be paid by check made payable to "City of Toledo" or by Visa or MasterCard. A credit card authorization form is attached.

- A letter explaining the hardship being created by not having a waiver (i.e. the lot is too narrow, maneuverability, etc.)
- Three color photographs of the site for which the application is filed.
- Complete and accurate site plans of the property for which the application is filed. Site plans shall include all dimensions of the property; all dimensions of any building or structure on the property to the property lines (not to the curb or centerline of the roadway, etc.) and to other buildings on the property; all accurate dimensions, such as length, height and width of the project for which a waiver or variance is being sought. Drawings shall be on 8-1/2 x 11" plain white paper or 1/4" graph paper. Drawings shall be neat and are to clearly represent the waiver request. Drawings should show the abutting properties and those addresses.
- The applicant is responsible for providing a complete and accurate legal description of the property where the variance is being applied for. You may obtain your legal description from the Real Estate Office by calling (419) 213-4420. The Division of Building Inspection will provide the Zoning Classification for the property if that is unknown by the applicant.

The requirements listed above apply to any application to the Board of Zoning Appeals. An application will not be processed if it is found to be deficient in the required information.

An Administrative Review, without appearance before the Board, may be requested for some minor variances provided the requirements shown previously are met along with the following:

- Notarized letters from all abutting and adjacent property owners.
- Appeals of front yard variances will not be decided administratively.