



Concord Township, *Lake County, Ohio*

Zoning Information Sheet #8: Variance Applications

What is a variance?

Applicants may request an Area Variance when an aspect of a proposed development does not meet one or more requirements of the Zoning Resolution, such as setback, height, or other similar requirements. Variances may only be approved after the Board of Zoning Appeals finds that conditions unique to the property result in a practical difficulty in meeting the requirements of the Resolution.

Applicants may request a Use Variance when a property cannot reasonably be used for any of the permitted or conditional uses allowed by the zoning district in which the property is located. Use Variances may be granted only if the applicant demonstrates that a hardship unique to the property prevents the use of the property as it is zoned.

What is required to be submitted for a variance application?

1. Signed Application (filled out online or at the zoning office)
2. Application Fee - \$300 for residential uses and \$600 for commercial and non-residential uses
3. Variance statement – nine (9) copies including responses to the following:
 - Briefly explain the requested variance.
 - Identify the section of the zoning resolution from which the proposal is varying.
 - Explain how the requested variance relates to the development standards applicable to the property.
 - If the applicant has been denied a zoning permit for the property in question, explain why the request was denied.
 - Address the review criteria found on the backside of this information sheet (either area or use variance)
4. Site Plan showing the following:
 - North arrow and bar scale.
 - Boundaries and dimensions of the lot.
 - Sizes and locations of existing and proposed structures, accessways, walks, off-street parking and loading spaces, and landscaping.
 - Existing and proposed uses of all parts of the lot and structures.
 - Any other information that the BZA deems necessary to make a decision on the application.
5. Building plans and/or elevations, as applicable
6. Other maps, plans, letters, photographs, or information relevant to the case.

What is the time frame for the variance process?

- The BZA meets on the second Wednesday of each month to review applications, if any.
- Applicants shall submit all required items in accordance with the deadline schedule, approximately 2.5 weeks prior to the meeting to the Zoning Department.
- The applicant and/or their representative must be in attendance at the public hearing to present the request.

Zoning Department Contact Information

7229 Ravenna Road
Concord Twp., OH 44077
(440) 354-7505 or 354-7506

Office Hours

Monday – Friday: 8:00 am – 4:30 pm



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The BZA shall consider the following review criteria:

Area Variance – Practical Difficulty Standards (Duncan Factors)

- Will the property yield a reasonable return or can there be a beneficial use of the property without the variance?
- Is the variance substantial?
- Will the essential character of the neighborhood be substantially altered or will adjoining properties suffer a substantial detriment if the variance is granted?
- Will the variance adversely affect the delivery of governmental services?
- Did the property owner purchase the property with knowledge of the zoning restrictions?
- Can the problem be resolved by some manner other than the granting of the variance?
- Will the variance preserve the “spirit and intent” of the zoning resolution and will “substantial justice” be done by granting the variance?

Use Variance – Unnecessary Hardship

- May the property be used for any other use permitted in that zoning classification district?
- Is the request for a use variance due to unique circumstances particularly to the property and not to general neighborhood conditions?
- Will the essential character of the neighborhood be substantially altered or will adjoining properties suffer a substantial detriment if the variance is granted?
- Is the problem self-created?
- Will the variance adversely affect the delivery of governmental services?
- Did the property owner purchase the property with knowledge of the zoning restrictions?
- Can the applicant's predicament feasibly be resolved through some method other than a variance?
- Will the variance preserve the “spirit and intent” of the zoning resolution and will “substantial justice” be done by granting the variance?

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