

**PROCEDURE FOR REQUESTING A ZONE CHANGE, VARIANCE,  
STREET VACATION OR APPEAL  
CITY OF WARREN, OHIO**

1. Send a formal letter requesting your variance, zone change, street vacation or appeal indicating the reason for your request along with your check payable to the City of Warren.

**540 Laird Avenue S.E.  
Warren, Ohio 44484**

2. The letter shall contain the present street address of the lots affected, the specific lot numbers, their present zoning classification and the variance or zoning classification desired or if it is the vacation of a street. A variance request requires a hardship, please specify the reason for your request and the reason for the hardship. The purpose for the variance, zone classification, or street vacation must clearly be stated.

3. Also, present as much information as possible to the (Architectural drawings, photos, scaled models, etc. anything to make your request clear and understandable). A site plan is also required.

4. If you are requesting a variance, address your letter to:

**The Board of Zoning Appeals  
540 Laird Avenue S.E.  
Warren, Ohio 44484**

**FEEES FOR VARIANCE REQUESTS, ZONE CHANGES OR STREET  
VACATIONS ARE AS FOLLOWS:**

\$200.00	VARIANCE REQUEST
\$200.00	ZONING APPEALS
\$150.00	VACATING A STREET
	NON-REFUNDABLE PROCESSING FEES

**ZONE CHANGE FOR EACH LOT AFFECTED:**

\$370.00	1 LOT
\$380.00	2 LOTS
\$390.00	3 LOTS
\$400.00	4 LOTS
\$410.00	5 LOTS
\$ 25.00	EACH ADDITIONAL LOT OVER 5 LOTS

WHERE ACREAGE IS AFFECTED:

\$400.00 1 ACRE BASE ON 43,560 SQ. FT.  
\$ 25.00 EACH ADDITIONAL 9,000 SQ. FT.

**PLEASE CONTACT JOHN MAY, AT (330) 841-2582 OF THE WARREN CITY PLANNING AND PLATTING COMMISSION, 540 LAIRD AVENUE S.E., WARREN, OHIO 44484, IF YOU NEED FURTHER ASSISTANCE.**

**NOTE: FEES FOR THE ABOVE ARE IN COMPLIANCE WITH SECTION 1339.98 OF THE CODIFIED ORDINANCES OF THE CITY OF WARREN, OHIO**

### **PROCESSING THE REQUEST**

The Ohio Revised Code requires two meetings on any request for a change to a property, (except Variance request does not go to Council), one before the Planning and Platting Commission, requires their recommendation to the Council and one before the legislative body of the City, the Council of the City of Warren, Ohio.

1. Upon receipt of your request, the Planning and Platting Commission will schedule a public meeting. The Warren Codified Ordinances of the City of Warren, Ohio, requires a thirty (30) day public notice.
2. Notice of the meeting will be published in the Tribune Chronicle as required by law.
3. The property owners abutting the affected property will receive timely notice in the mail of the meeting.
4. At the meeting, all property owners either for or against the proposed request will have an opportunity to speak before the Commission.
5. Depending on the situation, the Commission will either make a decision that night or on another date and will then forward their recommendation, to either reject or approve the request. If approved they may do so with certain restrictions or recommendations.
6. The Commission's recommendation is forwarded to the Ward Council Member who may then request legislation be drawn up by the Law Department.
7. The Ward Councilmember then introduces the legislation on the floor of Council at its regular meeting.

8. After it has been read by the Clerk, the legislation is then scheduled for a public meeting in accordance with the Ohio Revised Code. The law requires a thirty (30) day Notice to the public in the newspaper.
9. The Clerk of Council's office will publish the Notice of Public Meeting and will mail notices of the meeting to all property owners affected by the request as well as the person making the request approximately two weeks prior to the meeting.
10. On the day of the meeting all persons either speaking for or against the requested change will be given an opportunity to speak. Council members may ask questions, of the speaker to clarify their understanding of the situation.
11. Council may vote either for or against the request either on that night or a subsequent meeting night.
12. Should a request be denied by either the Planning Commission or the Council, the person requesting the change may appeal to the Board of Zoning Appeals.