

**PROCEDURE FOR REQUESTING A ZONE CHANGE, VARIANCE,  
STREET VACATION OR APPEAL**

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 PLANNING COMMISSION:

**WARREN PLANNING COMMISSION  
540 LAIRD AVENUE S.E.  
WARREN, OHIO 44484**

2. Send a copy of the letter to:

**ALL MEMBERS OF WARREN CITY COUNCIL  
141 SOUTH STREET  
WARREN, OHIO 44483**

3. The letter shall contain the pertinent 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.

4. A legal description of the property involved shall be enclosed with your letter. A photocopy of the description of the land on your deed will be sufficient in most cases. Also present as much information as possible to the Commission. (Architectural drawings, photos, scaled models, etc. anything to make your request clear and understandable). A site plan is also required.

5. If you are appealing the recommendation of the Planning Commission, address your letter to:

**THE BOARD OF ZONING APPEALS  
540 LAIRD AVENUE S.E.  
WARREN, OHIO 44484**

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

\$200.00	VARIANCE REQUESTS
\$200.00	ZONING APPEALS
\$150.00	VACATING A STREET
	NON-REFUNDABLE PROCESSING FEE

**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 BASED ON 43,560 SQ. FT.
\$ 25.00	EACH ADDITIONAL 9,000 SQ. FT.

**PLEASE CONTACT DANIEL NOTAR OF THE WARREN CITY PLANNING AND  
PLATTING COMMISSION, 540 LAIRD AVENUE S.E., WARREN, OHIO 44484,  
TELEPHONE (330) 841-2582 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 hearings on any request for a change to a property, 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.

1. Upon receipt of your request, the Planning and Platting Commission will schedule a public hearing. The Warren Codified Ordinances of the City of Warren requires a thirty (30) day public notice.
2. Notice of the hearing 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 hearing.
4. At the hearing, 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 Council Member 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 hearing in accordance with the Ohio Revised Code. The law requires a 30 day Notice to the public in the newspaper. (The Tribune Chronicle requires a 5 to 7 day notice of publishing).
9. The Clerk of Council's office will publish the Notice of Public Hearing and will mail notices of the hearing 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 hearing all persons either 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.