



City of Wapakoneta
Engineering Department
102 Perry Street P.O. Box 269
Wapakoneta, Ohio 45895

Phone: (419) 738 – 5596

Fax: (419) 738 - 0540

REQUEST TO APPEAR BEFORE THE BOARD OF APPEALS

Applicant: _____

Applicants Address: _____

Property Owner: _____

Address of variance request _____

Zoning of Property: _____

Description of existing use of property and the proposed use:

Reason for Variance:

Zoning Code section pertaining to variance: _____

Phone# _____ Phone# _____ Phone# _____
WORK HOME CELL



City of Wapakoneta
Engineering Department
102 Perry Street P.O. Box 269
Wapakoneta, Ohio 45895

Phone: (419) 738 – 5596

Fax: (419) 738 - 0540

Notifications will be sent to all property owners 250 feet of ALL the subject property lines. Please submit the names and mailing addresses of owners of property 250 feet of ALL the subject property lines as recorded by the Auglaize County Auditor’s Office. Please submit this information on a separate sheet.

DOCUMENTATION REQUIRED WITH APPLICATION:

Current & accurate location survey stamped and dated by a registered professional surveyor showing all property lines, lot measurements, adjacent R/W streets, alleys, or easements, easements and types of easements affecting the property. Existing structures improvements, all dimensions of existing structures, and improvements. Distances from existing structures and improvements to property lines (accuracy of 3” +), lot number, subdivision, plat book, township, range, section and reference number, name of surveyor.

Shown by scale, on the location survey the proposed structure or improvement with accurate dimensions to the property lines, easements, right-of-way, and existing buildings.

Place a wooden stake at least two feet high, 10 days prior and stakes shall remain until meeting date, at the location of the proposed corners of the structure or improvement. If proposed structure or improvement is not identified as stated, the board will table your request until the next scheduled meeting date.

Application fee is **\$200.00** payable at time of application.

The regular scheduled meeting is held the last Monday of each month at 6:30 P.M. at 701 Parlette Ct., any questions prior to the meeting date shall be directed to the Engineering Dept., 102 Perry St. 419-738-5596.

Proposed Construction Start Date: _____

Construction Completion Date: _____

If the variance has been granted, a building permit will not be issued until the minutes of the meeting have been read and approved at the following monthly meeting and a five-day objection period has been met. (Typically, 35 days).

Upon issuance of the building permit, construction must commence within 6 months and be completed within 1 year. If these conditions are not met, the variance will be **RESCINDED**. A new application would be required with all of the requirements as stated above and fees.

All information and applications must be submitted **13** days prior to the meeting date. There are no exceptions.



City of Wapakoneta
Engineering Department
102 Perry Street P.O. Box 269
Wapakoneta, Ohio 45895

Phone: (419) 738 – 5596

Fax: (419) 738 - 0540

You or a representative must be present at the meeting for the board to make a ruling. If you do not appear before the board or provide a representative the application will be denied and a new application will be required along with fees.

The fee is non-refundable.

Signature of owner or representative: _____

Date: _____