

CITY OF NORTHWOOD BOARD OF ZONING APPEALS SERIES OF PROCEDURE

This City of Northwood Zoning Board of Appeals, consisting of seven (7) volunteer members, meets one time per month. This meeting date falls on the second Tuesday of every month and is held in City Council Chambers located within the Northwood Municipal Building, 6000 Wales Road, Northwood, Ohio.

In order to be on any regularly scheduled meeting agenda, the following information must be submitted to the Zoning Department at least ten (10) working days prior to that meeting date.

1. Original Zoning Permit Application.
2. Completed Appeal Application.
3. A listing of all adjoining property owners' names and mailing addresses.
If you do not know this information, it can be obtained by calling the Wood County offices at 419-243-4223 or auditor.co.wood.oh.us.
4. A map or drawing of the property in question, showing a layout of all existing building, fences, structures, property lines and relative distances, plus what is being proposed.
5. The Appeals Board fee of \$25.00
6. An appeal for work that has already been performed, the fee is \$100.00.

If all of the aforementioned items are not submitted together, within the allowable submittal time, the submittal for appeal will be considered incomplete and not be placed on the agenda.

If the Zoning Appeal is denied by the Board, at the request of the appellant the Zoning Appeal may be forwarded to City Council. The Board of Zoning Appeals must file a Zoning Appeal to City Council at the office of the City Clerk within thirty (30) days from date of denial. There is no additional fee.
