

APPLICATION FOR VARIANCE

Name: _____

Mailing Address: _____

Phone: _____ Date: _____

LOCATION OF PROPERTY WHERE VARIANCE REQUESTED:

_____ TWP.: _____

INSPECTION REQUIRED \$250.00 _____ NO INSPECTION REQUIRED \$50.00 _____

PRIVATE WATER SYSTEMS \$188.00 _____

TYPE OF VARIANCE REQUESTED:

1. Household Sewage Disposal System (Section 3701-29-20 of the O.A.C.)
* If variance is for distances, please list names & mailing addresses of neighboring property owners.
2. Private Water System (Section 3701-28-19 of the Private Water System Rules)
3. Other: (please specify) _____

Please state the reason you are requesting a variance from the Trumbull County Board of Health with a specific period of time and specific difficulties or other special conditions that constitute an unusual and unnecessary hardship.:

Signature: _____

The following items must be submitted along with the application:

1. **Proof of property ownership:** i.e., deed, certificate of transfer, court order, fiduciary deed, etc. SAID DOCUMENT MUST BE OBTAINED FROM THE OFFICE THE TRUMBULL COUNTY RECORDER AND CLEARLY SHOW THE VOLUME AND PAGE NUMBER OR BAR CODE WITH IDENTIFICATION NUMBER. It is the responsibility of the requestor to submit the correct proof of property ownership to the Board.
2. **Tax map of the parcel.** Said document can be obtained from the Tax Map Department located on the fifth floor of the Trumbull County Administration Building located at 160 High Street, in Warren. THE VOLUME AND PAGE NUMBER SHOWN ON THE TAX MAP MUST CORRESPOND WITH THE VOLUME AND PAGE NUMBER ON YOUR DEED.
3. **Plot plan of property drawn on a separate piece of paper,** show the following:
 - a) Location of all existing dwellings, buildings, outbuildings, driveways and any proposed additions.
 - b) Location of complete existing sewage disposal system (List all components);
 - c) Location of existing well and/or other private water system, including water supply lines;
 - d) Any unusual features, such as ponds, rock outcrops, etc.
4. **Submit application fee detailed below:**
 - a) Requests that require an inspection: **\$250.00**
 - b) Requests that do not require an additional inspection: **\$50.00.**
 - c) Private Water System Variance **\$188.00**
 - d) In addition, submit a separate check made out to the Trumbull County Recorder in the amount of **\$32.00.** If the Board grants the variance, you shall receive an affidavit in the mail. This document must be signed, notarized and returned to this agency. Once we receive the affidavit, it shall be submitted, along with the \$32.00 check to the Recorder's Office for filing. By signing the affidavit, the requestor is agreeing to the terms of the variance as determined by the Board. Finally, it should be noted that the variance is not in effect until the affidavit is filed in the Recorder's Office.

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Additional information:

- If this variance is for the sewage disposal system, arrangements must be made with our department to have the system inspected. This is to be done prior to the Board of Health meeting. If, at the time of evaluation, the system is determined to be creating a nuisance, the homeowner shall agree to upgrade or replace the sewage disposal system prior to the variance being granted. A pumping receipt **may be** required at this time showing that the tanks have been pumped within the last thirty (30) days.
- To prove a hardship, it may be necessary to provide a medical statement of said difficulties or special conditions.
- All paperwork must be submitted by the second day of the month to be placed on that month's Board agenda.
- Remember, it is the requestor's responsibility to submit the correct deed showing the volume and page number. In the event the wrong deed is submitted for filing, a new affidavit shall have to be submitted together with an additional check for \$18.00 to cover the cost of re-filing the new document.