



PORTAGE COUNTY HEALTH DEPARTMENT
449 South Meridian Street
Ravenna, OH 44266

PROCEDURE
For Submitting an Application for Variance
From the Household Sewage Disposal Systems Regulation

Rule 13.20(A) of the Portage County Department Home Sewage Disposal Rules states that “The Board of Health may grant a variance from the requirements of Rules 13.01 to 13.21 of the Portage County Health Department Home Sewage Disposal Rules as will not be contrary to the public interest, where a person shows that because of practical difficulties or other special conditions, their strict application will cause unusual and unnecessary hardship. However, no variance shall be granted that will defeat the spirit and general intent of said rules, or be otherwise contrary to the public interest.”

In order to give a variance application due consideration, the following materials must be submitted to the department:

1. A letter of request, stating:
 - a) Name, address, township, village, city and phone number of applicant(s);
 - b) Specific variance being requested;
 - c) Requested period of time that the variance would be in effect;
 - d) Specific difficulties or other special conditions that constitute an unusual and unnecessary hardship;
 - e) Documentation of said difficulties or special conditions.
2. An accurate plot plan of the property involved, to include the following:
 - a) Location of all existing dwellings, buildings and driveways;
 - b) Proposed location of additional dwellings;
 - c) Location of existing sewage system;
 - d) Location of the existing private water system or public water supply lines;
 - e) Size and dimensions of the property;
 - f) Any unusual features such as ponds, rock outcrops, etc.;
 - g) Location map.
3. Proof of ownership, including a copy of the deed and tax map of the property.
4. Copy of a septic tank or aeration unit pumping receipt showing approximate capacity of the existing tank(s). If said septic tank(s) has been pumped within the last two (2) years, that receipt shall be acceptable. If said aeration unit has been pumped within the last three (3) years, that receipt shall be acceptable. NOTE: This must be done by a registered sanitary serviceman.
5. Where appropriate, a letter must be provided from the local zoning board to indicate they have reviewed and approved the variance request. In the absence of a local zoning board, a letter of approval must be obtained by the board of the local political subdivision.
6. For an initial variance application, cost is \$200.00. Annual renewal application is \$175.00.

Upon receipt of the above information, an inspection of the premises will be conducted. After inspection, if said information is inaccurate or incomplete, the applicant will provide said information so that a staff recommendation can be formulated for presentation to the Board of Health. The applicant will be advised of said proceedings and the decision of the Board in writing.