

Received (stamp):



Request for Variance

*** IMPORTANT INFORMATION - Please read before completing the application ***

- Applicant shall reference Section 1141.16 of the zoning code for the Variance application requirements
- Required - Submission of a complete application, including all of the items listed in the application checklist.
- Digital Only Submittals Preferred
- Applications and applicable fees shall be submitted no later than 5:00 pm on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by the Division of Engineering for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Commission agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- No late submittals or additional information will be accepted after the application deadline.
- A variance shall not be granted unless the BZA makes specific findings of fact based directly on particular evidence presented to it, which support conclusions that the standards and conditions imposed by Section 1141.16(b)(1-4) have been met by the applicant.
- Any construction and/or occupancy of the site for which the variance is being requested for shall not commence until all appropriate approved permits are obtained by the City and the County Building Department.

Project Site Information (Please print clearly)

Project Street Address: _____ Property Zoning District: _____

Company/BusinessName: _____

Description of Proposed Project: _____

Description of the nature of the variance:

What is allowed by code: _____

Requesting: _____

Owner of Property: _____

Owner's Address (Street): _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Owner's Email Address: _____

Applicant Information (Please print clearly)

Applicant: _____ ☐ Owner ☐ Agent ☐ Representative ☐ Other

Company: _____

Address(Street): _____

City, State and Zip Code: _____

Telephone Number: _____

E-mail Address: _____

I hereby attest to the truth and exactness of all of the information supplied on and with this application.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

*** NOTE: The burden of establishing unique characteristics in support of such a request shall rest upon the applicant ((1141.15(c)(3)). Any variance granted by the BZA shall expire if not so used within two (2) years and the permit for such variance shall become void (1141.17(b)).***

FOR CITY USE ONLY

Paid (stamp):

Fees Due: Commercial: \$200 \$ _____

Residential: \$50 \$ _____

The application has been reviewed and is found to be complete.

City Staff

Date

Decision Of The Board of Zoning Appeals

☐ Approved

☐ Disapproved

☐ Approved with conditions

Chairperson, Board of Zoning Appeals

Date

Applicant Checklist Required Documents

Digital Submittal Required: All applications require a digital (.pdf) submittal (applications, plans, renderings, text, etc.) to be considered a complete application.

For Applicant	For Staff Use Only
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City Staff Meeting

Yes No

Pre-application meeting with City Staff to discuss and review application submission materials.			
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Site Plan Drawing (Scaled)

Yes No

Location of all adjoining properties			
Lot size of the subject property			
Location of all existing and proposed:			
Structures, with setbacks			
Off-street parking and loading areas, with setbacks			
Traffic access and circulation areas			
Open spaces			
Landscape areas			
Refuse and service areas			
Utility lines			
Signage, with sizes/dimensions			

Variance Narrative Information

Section 1141.16(b)(1-4)

Yes No

(1) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.			
(2) That a literal interpretation of the provisions of the Planning and Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Planning and Zoning Ordinance.			
(3) That special conditions and circumstances do not result from the actions of the applicant.			
(4) That the authorizing of such variance will not be of substantial detriment to adjacent property and will not materially impair the purpose of the Planning and Zoning Ordinance or the public interest.			