



## Application for a Variance

Monroe Development Department  
233 South Main Street, Monroe, Ohio 45050  
Phone: 513-539-7374  
planning@monroeohio.gov  
[www.monroeohio.gov](http://www.monroeohio.gov)

### For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Date of BZA Review:

Fee Paid:

Staff Initials:

Application/Case Number:

### Variance Review Information

1. The variance review procedure and review requirements are established in Section 1207.25 of the Monroe Planning and Zoning Code.
2. The purpose of a Variance is to provide limited relief from the requirements of this PZC (e.g., lot area, setback, height, parking spaces required, etc.), where strict application of a particular requirement will create an unnecessary hardship and practical difficulty by preventing the use and development of land in a reasonable manner that is otherwise allowed under this PZC.
3. Approval of a variance does not guarantee any other approvals (e.g., site plan or zoning permit reviews). The applicant shall be responsible for applying for any other necessary permits or reviews.
4. Applicants shall obtain a zoning compliance inspection within one year of a variance approval or the approval shall be voided.
5. The application fee for a variance is due at the time the application is submitted. The fee schedule can be found in Chapter 286 of the Monroe Code of Ordinances.

### Basic Project and Site Information

Project Address:

County: ☐ Butler ☐ Warren

Total Lot Area:

County Tax Parcel ID:

Project/Development Name:

Existing Zoning District:

### Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Property Owner Name:

The applicant may provide separate attachment with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Project Address or Tax Parcel ID:

### Additional Project Information

**1) Please describe, in detail, the proposed uses and/or the proposed development.**

**2) Identify what variances are being sought including the applicable code sections, required dimensions, or the established standard.**

**3) What are the characteristics of the property that prevent you from meeting the minimum requirements of the planning and zoning code?**

- ☐ Lot is too narrow      ☐ Lot is too small      ☐ Lot is too shallow      ☐ The soil or subsurface is unique to the lot  
☐ The shape of the lot      ☐ Building or lot elevation      ☐ Topography      ☐ Other (Describe in #4 below.)

**4) Explain how items checked above prevent the reasonable use of the property under the existing requirements.**

**5) Explain how the property cannot yield a reasonable return or whether there can be any beneficial use of the property without the variance.**

Project Address or Tax Parcel ID:

**Additional Project Information Continued**

**6) Will the granting of the variance request(s) be consistent with the surrounding neighborhood and will the variance request(s) negatively impact or impair the essential character of the area?**

☐ Yes ☐ No Please explain your rationale below.

**7) To the best of your knowledge, is the difficulty or hardship described in this application self-imposed? Are the circumstances surrounding the request the result of the actions of the owner?**

☐ Yes ☐ No Please explain your rationale below.

**8) Identify how the proposed variance application will protect the surrounding properties from any negative impacts (e.g., noise, light, traffic, etc.)**

Project Address or Tax Parcel ID:

**Additional Project Information Continued**

**9) Are the variance request(s) substantial and the minimum necessary to make possible the reasonable use of the land and/or structures on the property?**

Yes ☐ No ☐ Please explain your rationale below.

**10) Will the granting of the variance impact governmental services such as water, sewer, refuse pickup, safety services, etc.?**

☐ Yes ☐ No ☐ Please explain your rationale below.

**11) Explain how the property owner's predicament cannot be feasibly removed through another method other than a variance.**

Project Address or Tax Parcel ID:

**Additional Project Information Continued**

**12) Would the spirit and intent behind the code requirement be observed and substantial justice done by the granting of the requested variance(s)?**

☐ Yes ☐ No Please explain your rationale below.

**13) Would the granting of the variance(s) requested confer on the applicant any special privilege denied by the code regulation(s) to other lands, structures, or buildings in the same zoning district?**

☐ Yes ☐ No Please explain your rationale below.

**Please feel free to add any other information or rationale related to the request in the box below or as an attachment.**

|                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Address or Tax Parcel ID:                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                 |
| <b>Certification and Signatures</b>                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                 |
| <b>Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent zoning permit or other review applications.</b>             |                                                                                                                                                                 |
| Print Name:                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                 |
| Signature:                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                 |
| Date:                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                 |
| <b>Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project. If the variance request affects multiple properties, a signature from each property owner is required.</b> |                                                                                                                                                                 |
| Print Name:                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                 |
| Signature:                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                 |
| Date:                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                 |
| Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.                                                                                                                                                                                                |                                                                                                                                                                 |
| <b>Submittal Requirement Checklist</b>                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                 |
| <b>All drawings shall be prepared by a professional engineer or surveyor, licensed in Ohio</b>                                                                                                                                                                                                                                                                        |                                                                                                                                                                 |
| <b>Digital Submittal Requirements</b>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | All document applications shall be submitted in a compatible electronic format to <a href="mailto:planning@monroeohio.gov">planning@monroeohio.gov</a> .        |
| <b>General Information</b>                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | Variance Application Form                                                                                                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | Application fee                                                                                                                                                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | Plans and maps established at a reasonable scale, as determined by the Development Department, to review the variance request.                                  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | Any additional information determined to be necessary by the Development Department.                                                                            |
| <b>Variance Site Plan</b>                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | Date, north arrow, scale, and a legend for all symbols – the plan shall be oriented with north to the top                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | All existing lot lines and parcel numbers for each lot subject to the variance request and all lots adjacent to the subject lot, including any across a street. |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | A survey, stamped and signed by a surveyor or engineer licensed in Ohio, documenting the exact boundaries and dimensions of the subject lot.                    |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | Boundaries and dimensions of all existing and proposed buildings and structures                                                                                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | All existing and proposed streets, rights-of-way, and related names                                                                                             |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                              | Identification of proposed variance (e.g., required setback and proposed setback, or maximum height and proposed height)                                        |