

\$100.00

Application No. _____ -PZC- _____

**APPLICATION FOR VARIANCE
PLANNING & ZONING COMMISSION
CITY OF GREENVILLE, DARKE COUNTY, OHIO
(Zoning Ordinance - Article VI)**

Name of Applicant: _____

Mailing Address: _____

Phone - Home/Business _____ Fax _____

Variance Address: _____

Lot Number & Subdivision: _____

(If not a platted Subdivision attach a legal description.)

Nature of Variance: Describe generally the nature of the variance.

In addition, a plan drawn to scale must accompany this application. The required plan shall show dimensions and shape of the lot, the size and locations of existing buildings, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the lot in question. A list of property owners (names & mailing addresses) within 200 feet of the subject property must accompany this application.

Justification of Variance: Attach a narrative statement explaining the following:

- A. The use for which variance is sought.
- B. Details of the variance or appeal that is applied for and the grounds on which it is claimed that the variance should be granted, as the case may be.
- C. The specific reasons why the variance is justified, according to the Section 6.02 A-E.

Failure to attach the justification of variance and plot plan will result in denial of the request.

I certify that the information contained in the application and its supplements is true and correct.

Applicant

Date

DO NOT WRITE BELOW THE LINE - FOR OFFICE USE ONLY

Date of Application: _____ Receipt No: _____

Date of Public Hearing: _____

Action of Planning & Zoning Commission: _____

The Planning and Zoning Commission may not grant a variance from the strict application of any provision of the zoning ordinance unless it finds that all of the following facts and conditions apply. Please respond in narrative form, as to how you comply with each condition:

1. What unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical condition specific to the land for building for which the variance is sought that do not apply generally to the land or buildings in the neighborhood or district in which the property is located?

2. Explain why there is no possibility that this property can be developed in strict conformity with the provisions of the Zoning Ordinance without the granting of this variance.

3. Explain what hardship you suffer in developing this property and how that hardship that was created.

4. Will the variance, if granted: 1) alter the essential character of the neighborhood or district in which the property is located; 2) permanently impair the appropriate use or development of adjacent property; or, 3) be detrimental to the public welfare? (Explain)

5. Does this variance, if granted, represent the minimum variance that will afford relief and present the least modification possible of the regulation in issue?

NOTE: Under no circumstances shall the Planning and Zoning Commission grant an appeal or variance that would allow a use not permissible under the Zoning Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of the Zoning Ordinance in said district.

ARTICLE VI - APPEALS AND VARIANCES

Section 6.01 Appeals

Appeals to the Planning and Zoning Commission concerning interpretation or administration of this Ordinance may be taken by any owner of property with a substantial interest in the matter who is adversely affected, or by a governmental officer, department, Commission, or bureau. Such appeal shall be taken within twenty (20) days after the date of the decision, by filing with the Zoning Enforcement Officer or with the Planning and Zoning Commission a notice of appeal specifying the decision of the Zoning Enforcement Officer from which the appeal is being taken.

Section 6.02 Variances

The Planning and Zoning Commission shall have the power to authorize, upon appeal in specific cases, filed as hereinafter provided, such variances from the provisions or requirements of the Ordinance as will not be contrary to the public interest. Such variances shall be granted only in cases of exceptional conditions, involving irregular, narrow, shallow, or steep lots, or other exceptional physical conditions of the land, whereby strict application of such provisions or requirements would result in practical difficulty and unnecessary hardship that would deprive the owner of the reasonable use of the land and buildings involved. No variance from strict application of any provision of this Ordinance shall be granted by the Commission unless it finds that all the following facts and conditions exist:

- A. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions specific to the land or building for which the variance is sought, and such conditions do not apply generally to land or building in the neighborhood or district in which the property is located.
- B. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- C. That such unreasonable and unnecessary hardship has not been created by the appellant.
- D. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
- E. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

Under no circumstances shall the Planning and Zoning commission grant an appeal or variance that would allow a use not permissible under this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

Section 6.03 Application for Variance and Appeals

Any person owning or having an interest in property, after being denied a zoning permit, may file an application to obtain a variance or appeal from the decision of the Zoning Enforcement

City of Greenville, Ohio
2026
PLANNING & ZONING COMMISSION
SUBMITTAL DEADLINES

SUBDIVISIONS, ETC. (Requiring City Departments Review) Due Dates	CONDITIONAL USE, VARIANCE, ETC. Due Dates	MONTH & MEETING DATE (3rd Tuesday)
12/26/2025	1/5/2026	1/20/2026
1/23/2026	2/2/2026	2/17/2026
2/20/2026	3/2/2026	3/17/2026
3/20/2026	4/6/2026	4/21/2026
4/24/2026	5/4/2026	5/19/2026
5/22/2026	6/1/2026	6/16/2026
6/19/2026	7/6/2026	7/21/2026
7/24/2026	8/3/2026	8/18/2026
8/21/2026	8/31/2026	9/15/2026
9/18/2026	10/5/2026	10/20/2026
10/23/2026	11/2/2026	11/17/2026
11/20/2026	11/30/2026	12/15/2026

NOTE: (AM) means before 12:00 noon, local time. This is due to a holiday on the normal due date.

Regular meetings are held on the third Tuesday of each month, as needed, at 6:00 p.m. in the Council Chambers, 2nd Floor of the Municipal Building.

Any item needing City Departments review must be turned in no later than the fourth Friday prior to the meeting. (This is about 3 weeks prior to the meeting.) This time table gives the City administration time to review and comment prior to the meeting.

Agendas are prepared 14 days prior to the meeting date. Any item requiring a public hearing must be advertised 10 days prior to the meeting. The 14 day time frame allows for notices to be prepared and an advertisement to appear in the newspaper as required by law.

All submittals must be complete and turned in by the above dates to be considered for the meetings. *Partial or incomplete submittals will not be accepted.* Items submitted after the deadlines will be added to the following month's agenda.

Send Submittals To:

Megan Bailey, Planning & Zoning Secretary
100 Public Square
Greenville, OH 45331
Phone (937)548-4930
E-Mail mbailey@cityofgreenville.org

PZC Members

Mayor	548-1482
Safety/Service Director	548-1819
Park Bd President	
Jeff Null	
Donald Atkins	
OPEN	
Brian Phillips	

Law Director 548-2211