



209 S. Main Street • Marysville, Ohio 43040
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**BOARD OF ZONING APPEAL
REQUEST FOR VARIANCE**

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

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by City staff for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Board 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.**
- Any construction and/or occupancy of the site for which the conditional use is being requested for shall not commence until approval is granted by the Board of Zoning Appeals and all appropriate approved permits are obtained by the Division of Engineering and the County Building Department.

Project Site Information (Please print clearly)

Project Street Address: _____ Property Zoning District: _____

Company / Business Name: _____

Description of Proposed Project: _____

What is allowed by code: _____

Requesting: _____

Owner of Property: _____

Owner's Address (Street): _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Applicant Information (Please print clearly)

Applicant: _____ Owner Agent Representative Other

Company: _____

Address (street): _____

City, State, and Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Please contact the Division of Engineering prior to making your application submittal. Division of Engineering are available to assist you in reviewing all application requirements to ensure your application is complete.

For staff Use

Yes No

Application Requirements

REQUIRED FOR ALL SUBMITTALS:		
		One (1) original signed application
		One (1) copy of the Site Plan drawn at a suitable scale at 11 x 17 inches or 24 x 36 inches in size (unless staff grants an alternative size)
DIGITAL SUBMITTAL REQUIRED:		
		All applications require a digital (.pdf) submittal (applications, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.
SITE PLAN DRAWING: (Shall include the following information)		
		Location of all adjoining properties
		Lot size of the subject property
		Location and setbacks of existing and proposed structures
		Location and setbacks of all existing and proposed off-street parking and loading areas
		Location of all existing and proposed traffic access and circulation areas
		Location of all existing and proposed open spaces
		Location of all existing and proposed landscape areas
		Location of all existing and proposed refuse and service areas
		Location of all existing and proposed utility lines
		Location and size of all existing and proposed signage
VARIANCE NARRATIVE INFORMATION: (Shall include the following) information 1141.16(b) (1-4)		
		(1) 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) The 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 or adjoining property and will not materially impair the purpose of the Planning and Zoning Ordinance or public interest.

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

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

***** NOTE: The burden of establishing unique characteristics in support of such a request shall rest upon the applicant (1141.15(b)(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 OFFICE USE ONLY

Paid (stamp):

Fees: Commercial \$150 _____

Residential \$ 50 _____

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

City Staff

Date

DECISION OF THE BOARD OF ZONING APPEAL

- Approved
- Disapproved
- Approved with conditions (provided below)

Specific Stipulated Conditions for Approval:

Chairperson, Board of Zoning Appeal

Date

***** NOTE: 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 subsection (b) (1141.16(b) (1-4)) have been met by the applicant. *****