



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Application #: \_\_\_\_\_

Date: \_\_\_\_\_

Application for Change or Continuation of Non-Conforming Use

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction with dimensions must be submitted with application. All distances between the proposed construction, property lines and other structures must be labeled.

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Preferred method of communication: [ ] Phone [ ] Email [ ] Mail

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Check which of the following applies to the existing non-conforming use:

[ ] Continuation [ ] Substitution [ ] Expansion - dimensions: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Do not fill below line -----

Fee Collected: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Cash [ ] Credit Card #: \_\_\_\_\_

[ ] Check #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

[ ] Approved [ ] Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

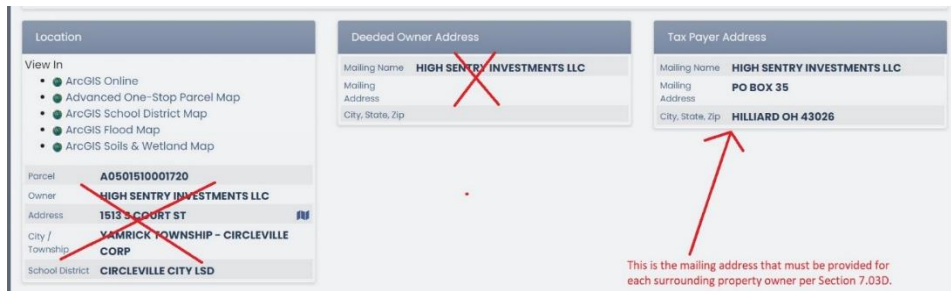
(Zoning Inspector / BZA Chairperson)

Comments:

# Non-Conforming Use Checklist

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

- Three paper copies of the application submitted to the City of Circleville
- One electronic copy of the application submitted to the City of Circleville
- Legal description of the property attached to the application
- The names and addresses of all property owners within one-hundred feet (100) of the subject property as appearing on the Pickaway County Auditor’s current tax list. This requirement may be waived by the Zoning Inspector for any non-conforming use permit issued by the Zoning Inspector in accordance with 1113.11(b)(1)(A) below. In no case shall this requirement be waived for an application that requires Board of Zoning Appeals approval (see attached example).



- A narrative that includes the following information:
  - A. Evidence of the date the original uses went into operation- photos and other and supporting documentation can be utilized as evidence; and
  - B. The date that the regulations creating the non-conformity went into effect; and
  - C. If any portion of a building is vacant, evidence of the length of time it has been vacant; and
  - D. For the expansion of an existing non-conforming use: evidence of the proposed square footage versus the existing square footage.
  - E. For the substitution of a non-conforming use: both the existing and proposed use.
- Paid application fee
- Signed letter from owner (if applicant is not the owner) for authorization to submit application and represent the owner in hearings

## BZA Clerk Contact Information

Linda Chancey – email: [lhancey@circlevilleoh.gov](mailto:lhancey@circlevilleoh.gov) / ph: 740-412-2902

Melissa Burns – email: [mburns@circlevilleoh.gov](mailto:mburns@circlevilleoh.gov)