



City of Circleville

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

Permit #: \_\_\_\_\_

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

## Application for Similar Use Permit

A scaled site plan (drawing) showing all property lines, existing structures, and lot where the use is proposed with dimensions **must be submitted with application**. All distances between the proposed use, 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 #: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Reasons for compliance with Section 1113.09(c)(1-3) (next page): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

(BZA Chairperson)

Comments:

## Similar Use

### Section 1113.09

- a) From time to time, new uses of land may arise that may not have been contemplated at the time of code adoption. This section sets forth a process to identify the location for such uses. Since this action is an interpretation matter, the Board of Zoning Appeals shall be the body designated for determining similar uses.
- b) Applications for zoning permits for uses not specifically listed in the permitted building or use classifications of the zoning district, which the applicant feels qualify as a similar use under the provisions of this Section, shall be submitted to the Board of Zoning Appeals. Three (3) copies and one (1) digital pdf copy of a completed application shall be submitted. The following information shall be included in the application:
  1. Name, address, phone number and email of the applicant; and
  2. The address and parcel number of the address in question; and
  3. If the applicant is not the owner of the property, a signed letter from the property owner shall be submitted authorizing the applicant to serve as his/her agent for the application; and
  4. Legal description of the property; and
  5. The existing zoning district in which the property is located; and
  6. A vicinity map drawn at a suitable scale, showing property lines, streets, existing zoning of surrounding parcels adjacent to and within 200 feet; and
  7. The names and addresses of all property owners within one hundred (100) feet of the subject property as appearing on the Pickaway County Auditor's current tax list.
  8. A site plan that shows:
    - i. The lot(s) where the use is proposed; and
    - ii. Any existing and/or proposed buildings; and
    - iii. The square footage of the proposed use.
  9. A narrative explaining:
    - i. A description of the proposal use; and
    - ii. The reasons the applicant believes the proposed use complies with Section 1113.09(c)(1-3)
- c) Within thirty (30) days of the submittal of a completed application, the Board of Zoning Appeals shall determine whether the requested use is similar to those uses permitted in the specific district. In order to find a use is similar, the Board of Zoning Appeals shall find that all of the following conditions exist:
  1. Such use is not listed as a permitted or conditional use in another zoning district.
  2. Such use conforms to basic characteristics of the classification to which it is to be added and is more appropriate to it than to any other classification.
  3. Such use creates no increased danger to health and safety, creates no increased level noise, vibration, dust, heat, smoke, odor, glare, or other objectionable influences, and does not create traffic congestion to an extent greater than normally resulting from uses listed in the classification to which it is to be added.
  4. The notice requirements in Section 1113.05(c) for variances and appeals shall be utilized for a public hearing on similar use.
  5. If the Board takes action to approve a use as a "similar use" in particular District, then said use will become a permitted or conditional use within said District, as determined by the Board, until such time the City Council changes the zoning through the amendment process identified in 1113.04

### **BZA Clerk 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)

**Please acknowledge that you have read and understand the above:**

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

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

# Checklist for Similar Use Permit

- Letter from Property Owner (If Applicable)
- Legal Description of the Property
- Vicinity Map within 200 Feet of the Property
- Names and Addresses of all Property within 100 Feet
- Site Plan
- Proposed Use
- Reasons for compliance with Section 1113.09(c)(1-3) of the City of Circleville Zoning Code