



City of Circleville

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

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

Fee Collected: \_\_\_\_\_

By: \_\_\_\_\_

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

## Application for Variance/Appeal

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 Email: \_\_\_\_\_

Property Zoning District: \_\_\_\_\_ Section in Zoning Code Relevant to Variance: \_\_\_\_\_

Reason for Refusal/Denial of Permit: \_\_\_\_\_

**Variance:** Describe the nature and magnitude of the variance: \_\_\_\_\_

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

\*\*\*MUST INCLUDE ATTACHMENT describing how the proposed variance satisfies each of the decision criteria listed in Section 1113.05(e)\*\*\*

**Appeal:** \*\*\*MUST INCLUDE ATTACHMENT describing why the appeal is justified and why the applicant feels they have been aggrieved by the Zoning Inspector's or other applicable reviewing authority's decision\*\*\*

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

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

Approved  Denied

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

(BZA Chairperson)

Comments:

# Variations and Appeals

## Section 1113.05 Area Variations and Appeals

- a) An application for an Area Variance or an Appeal shall include the following information:
1. Three copies and one digital pdf copy of an application form provided by the City that includes:
    - A. The name, address, phone number and email address of the applicant and property owner(s).
    - B. The address and parcel number of the property in question.
    - C. The Section of the Code from which the variance or appeal is being sought.
    - D. The existing zoning district in which this property is located.
  2. 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.
  3. A legal description of the subject property.
  4. A plot plan drawn to an appropriate scale, as determined by the Zoning Inspector, showing at a minimum the following information:
    - A. The entire lot(s) subject to the application request.
    - B. All adjacent rights-of-way.
    - C. The location and height of all existing and proposed buildings and structures with a notation of the setbacks of each from all property lines and rights-of-way.
    - D. All parking lots, driveway or other vehicular use areas.
    - E. All existing and proposed signs.
    - F. Proposed landscaping.
    - G. Distances to any residential district if less than 1,000 feet from the lot(s).
    - H. The existing use of the lots on all adjacent lands.
    - I. Building elevations, if determined necessary by the Zoning Inspector to better understand potential impacts on adjacent properties.
  5. 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.
  6. A narrative statement explaining the following:
    - A. A description of the existing and proposed uses
    - B. For an appeal:
      - i. The reasons the applicant believes he/she has been aggrieved by the Zoning Inspector's or other applicable reviewing authority's decision.
      - ii. The reasons why the appeal is justified.
    - C. For an area variance:
      - i. The nature and magnitude of the variance request.
      - ii. A response as to how the proposed variance satisfies each of the decision criteria listed in Section 1113.05(e).
  7. The applicable fee, as determined by separate Ordinance adopted and periodically updated from time to time by City Council.

### **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: \_\_\_\_\_

## Variance/Appeal Checklist

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

- Property Owner Information (Name, mailing address, phone number, email)
- Property address and parcel number
- Property Owner Signature or Signed Letter from property owner providing authorization to an agent.
- Zoning District of property
- A copy of the denied Zoning Permit (a zoning permit must be applied for and denied before applying for a variance)
- Legal Description
- Site Plan Drawing
- Surrounding Property Owner Addresses per Section 7.03D (mailing addresses as shown on Auditor's tax list) (see attached example)
- Narrative – Standards noted in attachment
- Application Fee
- Photographs (Optional)

The above items are the minimum necessary to consider an application complete. An applicant may provide any supplemental information that he/she believes is necessary to support the request.

Application is:  Complete       Incomplete      Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

