

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:	
Ву:	
Date:	

Application for <u>Variance/Appeal</u>

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 communicatio	on: Phone Email Mail	
Property Address:	Parcel #:	
Property Owner:	Phone #:	
Property Owner Email:		
Property Zoning District: Section in Zoning Code Relevant to Variance:		
	34.	
	d magnitude of the variance:	
Variance: Describe the nature and ****MUST INCLUDE ATTACHM	d magnitude of the variance:	
Variance: Describe the nature and ***MUST INCLUDE ATTACHM criteria listed in Section 1113.05(e)	d magnitude of the variance:	
Variance: Describe the nature and ***MUST INCLUDE ATTACHM criteria listed in Section 1113.05(e) Appeal: ***MUST INCLUDE A	IENT describing how the proposed variance satisfies each of the decision y***	
MUST INCLUDE ATTACHM criteria listed in Section 1113.05(e) Appeal: ***MUST INCLUDE ATTACHM feels they have been aggrieved by the section of the section	d magnitude of the variance: IENT describing how the proposed variance satisfies each of the decision) TTACHMENT describing why the appeal is justified and why the applicant the Zoning Inspector's or other applicable reviewing authority's decision***	
MUST INCLUDE ATTACHM criteria listed in Section 1113.05(e) Appeal: ***MUST INCLUDE A' feels they have been aggrieved by the section 1113.05 (e) Applicant Signature:	IENT describing how the proposed variance satisfies each of the decision 0 TTACHMENT describing why the appeal is justified and why the applicant the Zoning Inspector's or other applicable reviewing authority's decision***	
***MUST INCLUDE ATTACHM criteria listed in Section 1113.05(e) Appeal: ***MUST INCLUDE A' feels they have been aggrieved by the Applicant Signature:	IENT describing how the proposed variance satisfies each of the decision *** TTACHMENT describing why the appeal is justified and why the applicant the Zoning Inspector's or other applicable reviewing authority's decision Date:	

Variances and Appeals

Section 1113.05 Area Variances 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: <u>lchancey@circlevilleoh.gov</u> / ph: 740-412-2902	
Melissa Burns – email: mburns@circlevilleoh.gov	
Please acknowledge that you have read and understand the above:	

Applicant Signature:		Date:	
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Variance/Appeal Checklist

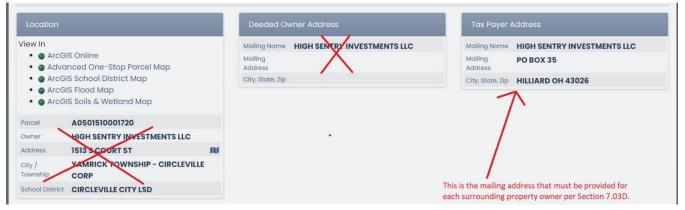
Property Address:	Parcel #:		
Property Owner Information (Name, m	nailing address, phone number, email)		
Property address and parcel number			
Property Owner Signature or Signed Leagent.	etter from property owner providing authorization to an		
Zoning District of property			
A copy of the denied Zoning Permit (a applying for a variance)	zoning permit must be applied for and denied before		
Legal Description			
Site Plan Drawing			
	Surrounding Property Owner Addresses per Section 7.03D (<u>mailing addresses</u> as shown on Auditor's tax list) (see attached example)		
Narrative – Standards noted in attachm	ent		
Application Fee			
Photographs (Optional)			
•	o consider an application complete. An applicant may she believes is necessary to support the request.		
Application is: Complete Incom	plete Date:		
Reviewed by:			

Additional Application Information

Factors to consider in your narrative:

- 1. Whether special conditions and circumstances exist which are peculiar to the land or structure involved and which are not applicable generally to other lands or structures in the zoning district. Examples of such special conditions or circumstances are exceptional irregularity; narrowness, shallowness or steepness of the lot; or proximity to non conforming inharmonious uses, structures or conditions;
- 2. Whether the property in question will yield a reasonable return or whether there is any beneficial use of the property without the variance;
- 3. Whether the variance is substantial and is the minimum necessary to
- 4. make possible a reasonable use of the land or structures;
- 5. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer substantial detriment as a result of the variance;
- 6. Whether the variance would adversely affect the delivery of
- 7. governmental services;
- 8. Whether the property owner purchased the property with knowledge
- 9. of the zoning restrictions;
- 10. Whether special conditions or circumstances exist as the result of
- 11. actions of the owner;
- 12. Whether the property owner's predicament feasibly can be obviated through some method other than a variance;
- 13. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting a variance;
- 14. Whether the granting of the variance requested will confer on the
- 15. applicant any special privilege that is denied by this regulation to other lands, structures, or buildings in the same zoning district; and
- 16. Whether a literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Code.

Example of mailing address for surrounding property owner



Timeline

 $For general\ guidance\ only-Time\ line\ not\ to\ be\ used\ for\ regulatory\ purposes-Code\ language\ in\ this\ document\ controls$

