



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

Melissa Burns – email: 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: _____

(Zoning Inspector)

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

Location	Deeded Owner Address	Tax Payer Address
View In <ul style="list-style-type: none"> ArcGIS Online Advanced One-Stop Parcel Map ArcGIS School District Map ArcGIS Flood Map ArcGIS Soils & Wetland Map 	Mailing Name HIGH SENTRY INVESTMENTS LLC Mailing Address City, State, Zip	Mailing Name HIGH SENTRY INVESTMENTS LLC Mailing Address PO BOX 35 City, State, Zip HILLIARD OH 43026
Parcel A0501510001720 Owner HIGH SENTRY INVESTMENTS LLC Address 1513 S. COURT ST City / Township YAMRICK TOWNSHIP - CIRCLEVILLE CORP School District CIRCLEVILLE CITY LSD		

This is the mailing address that must be provided for each surrounding property owner per Section 7.03D.

Timeline

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

