



209 South Main Street • Marysville, Ohio 43040  
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

## BOARD OF ZONING APPEALS REQUEST FOR VARIANCE

**\*\*\* IMPORTANT INFORMATION ~ Please read before completing the application\*\*\***

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by City staff for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Board agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- No late submittals or additional information will be accepted after the application deadline.
- Any construction and/or occupancy of the site for which the variance is being requested for shall not commence until approval is granted by the Board of Zoning Appeals and all appropriate approved permits are obtained by the City and the County Building Department.

### **Project Site Information** (Please print clearly)

Project Street Address: \_\_\_\_\_ Property Zoning District: \_\_\_\_\_

Company / Business Name: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

Description of the nature of the variance:

What is allowed by code: \_\_\_\_\_

Requesting: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Address (Street): \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

### **Applicant Information** (Please print clearly)

Applicant: \_\_\_\_\_  Owner  Agent  Representative  Other

Company: \_\_\_\_\_

Address (street): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please contact the City Zoning Administrator or the City Planner or the prior to making your application submittal. City Staff are available to assist you in reviewing all application requirements to ensure your application is complete.**

**Applicant Checklist of required documents**

**Applicant Check**

**Staff Check - Yes / No**

	<b>REQUIRED FOR ALL SUBMITTALS:</b>		
	One (1) original signed application		
	One (1) copy of the Site Plan drawn at a suitable scale and at 11 x 17 inches or 24 x 36 inches in size (unless staff grants an alternative size)		
	One (1) copy of the written statement answering the facts and circumstances listed in Section 1129.13 of the Planning and Zoning Code. <i>The facts and circumstances are attached to this application or can be found on the City's website at <a href="http://www.marysvilleohio.org/DocumentCenter/Home/View/304">http://www.marysvilleohio.org/DocumentCenter/Home/View/304</a> Please be sure you answer all of the questions as these are the questions that the Board reviews when making a determination on the application</i>		
	One (1) set of mailing labels or a printed word template (5160 in size) containing the names and addresses of the property owner(s) contiguous to or directly across the street from the property. <i>Please refer to the County website <a href="http://www.co.union.oh.us/">http://www.co.union.oh.us/</a> to get this information and please make sure you go to the link for tax mailing address</i>		
	<b>DIGITAL SUBMITTAL REQUIRED:</b>		
	All applications require a digital (.pdf) submittal (applications, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.		
	<b>SITE PLAN DRAWING: (Shall include the following information that is applicable to your project)</b>		
	Location of all adjoining properties		
	Lot size of the subject property		
	Location and setbacks of existing and proposed structures		
	Location and setbacks of all existing and proposed off-street parking and loading areas		
	Location of all existing and proposed traffic access and circulation areas		
	Location of all existing and proposed open spaces		
	Location of all existing and proposed landscape areas		
	Location of all existing and proposed refuse and service areas		
	Location of all existing and proposed utility lines		
	Location and size of all existing and proposed signage		

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Received (stamp):** \_\_\_\_\_ **Fees:** \_\_\_\_\_

**The application has been reviewed and is found to be complete.**

\_\_\_\_\_  
City Staff Date

**DECISION OF THE BOARD OF ZONING APPEALS**

- Approved
- Disapproved
- Approved with conditions (provided below)

Specific Stipulated Conditions for Approval:

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

\_\_\_\_\_  
Chairperson, Board of Zoning Appeals Date



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**2016**  
**Board of Zoning Appeals (BZA)**  
**Meeting Schedule and Application Submission Deadline**  
 (Applications due 21 days prior to meeting date)

<b>APPLICATION DEADLINE</b>	<b>MEETING DATE</b>
December 22, 2015	January 11, 2016
January 19, 2016	February 8, 2016
February 22, 2016	March 14, 2016
March 21, 2016	April 11, 2016
April 18, 2016	May 9, 2016
May 23, 2016	June 13, 2016
June 27, 2016	July 18, 2016
July 25, 2016	August 15, 2016
August 29, 2016	September 19, 2016
September 26, 2016	October 17, 2016
October 31, 2016	November 21, 2016
November 28, 2016	December 19, 2016
December 27, 2016	January 16, 2017

### 1129.13 APPLICATION AND STANDARDS FOR VARIANCES.

(a) Applications for review by the Board of Zoning Appeals for variances:

- (1) Shall be filed in accordance with Chapter 1129;
- (2) Shall be filed with the City on forms provided by the City;
- (3) Shall include all required supplemental information;
- (4) Shall be submitted by the application deadline as established by the City;
- (5) Shall be signed by the applicant and owner attesting to the truth and exactness of all information supplied on the application.

(b) In addition to the required application and supplemental information, the applicant shall provide a narrative statement demonstrating that the requested variance conforms to the following standards:

- (1) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district;
- (2) That a literal interpretation of the provisions of this Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Zoning Ordinance.
- (3) That special conditions and circumstances do not result from the actions of the applicant;
- (4) That the authorizing of such variance will not be of substantial detriment to adjacent property and will not materially impair the purpose of this Zoning Ordinance or the public interest.

(c) A variance shall not be granted unless the Board makes specific findings of fact based directly on the particular evidence presented to it, which support conclusions that the standards and conditions imposed by subsection (b) hereof have been met by the applicant.

(Ord. 32-14. Passed 5-22-14.)