

Received (stamp):



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

**DESIGN REVIEW BOARD
REQUEST FOR SIGN VARIANCE IN THE HISTORIC DESIGN
REVIEW DISTRICT**

***** 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 Design Review Board 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 Division of Engineering prior to making your application submittal. The Division of Engineering are available to assist you in reviewing all application requirements to ensure your application is complete.

For staff Use
Yes No

Application Requirements

		REQUIRED FOR ALL SUBMITTALS:
		Tow (2) copies of the Application including one (1) original
		Two (2) copies 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)
		Two (2) copies 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 or can be found on the City's website at http://www.marysvilleohio.org/DocumentCenter/Home/View/304. 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 http://www.co.union.oh.us/ to get this information and please make sure you go to the link for tax mailing address</i>
		DIGITAL SUBMITTAL REQUIRED:
		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.
		SITE PLAN DRAWING: (Shall include the following information)
		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: _____

FOR OFFICE USE ONLY

Paid (stamp): _____ **Fee: \$150** _____

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

City Staff _____ Date

DECISION OF THE DESIGN REVIEW BOARD

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

Specific Conditions for Approval:

Chairperson, Design Review Board _____ Date



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2022

Design Review Board (DRB)

Meeting Schedule and Application Submission Deadline

(Applications due 21 days prior to the meeting date)

*** Please note – Meeting will be held on the 3rd Wednesday**

APPLICATION DEADLINE	MEETING DATE
December 22, 2021	January 12, 2022
January 19, 2022	February 9, 2022
February 16, 2022	March 9, 2022
March 23, 2022	April 13, 2022
April 20, 2022	May 11, 2022
May 25, 2022	June 15, 2022*
June 22, 2022	July 13, 2022
July 20, 2022	August 10, 2022
August 24, 2022	September 14, 2022
September 21, 2022	October 12, 2022
October 19, 2022	November 9, 2022
November 23, 2022	December 14, 2022
December 21, 2022	January 11, 2023

* Per Section 1131.12 of the Zoning Code, applications for demolition to existing structures within the Historic Design Review District shall provide a minimum 20 day review by the Union County Historical Society. Applicants are encouraged to submit applications for demolition 28 days prior to the meeting date in order to be placed on the next meeting agenda. Applications not submitted 28 days prior to the meeting date are subject to being placed on the following month's agenda.

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.)