



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

**BOARD OF ZONING APPEAL
 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 conditional use 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 Division of Engineering and the County Building Department.

Project Site Information *(Please print clearly)*

Project Street Address: _____ Property Zoning District: _____
 Company / Business Name: _____
 Description of Proposed Project: _____
 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. 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:		
		One (1) original signed application
		One (1) copy of the Site Plan drawn at a suitable scale at 11 x 17 inches or 24 x 36 inches in size (unless staff grants an alternative size)
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
VARIANCE NARRATIVE INFORMATION: (Shall include the following) information) 1141.16(b) (1-4)		
		(1) 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) The literal interpretation of the provisions of the planning and Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Planning and 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 or adjoining property and will not materially impair the purpose of the Planning and Zoning Ordinance or public interest.

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: _____

***** NOTE: The burden of establishing unique characteristics in support of such a request shall rest upon the applicant (1141.15(b)(3)). Any variance granted by the BZA shall expire if not so used within two (2) years and the permit for such variance shall become void (1141.17(b)). *****

FOR OFFICE USE ONLY

Paid (stamp):

Fees: Commercial \$150 _____

Residential \$ 50 _____

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

City Staff

Date

DECISION OF THE BOARD OF ZONING APPEAL

Approved

Disapproved

Approved with conditions (provided below)

Specific Stipulated Conditions for Approval:

Chairperson, Board of Zoning Appeal

Date

***** NOTE: A variance shall not be granted unless the BZA makes specific findings of fact based directly on particular evidence presented to it, which support conclusions that the standards and conditions imposed by subsection (b) (1141.16(b) (1-4)) have been met by the applicant. *****



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

2022

Board of Zoning Appeals (BZA)

Meeting Schedule and Application Submission Deadline

(* Please note – Meeting will be held on Tuesday due to City holiday observance from Monday)

(* Please note – Meeting will be held on the second Monday due to City Council meeting schedule)

APPLICATION DEADLINE	MEETING DATE
December 27, 2021	January 18, 2022 *
January 24, 2022	February 22, 2022 *
February 28, 2022	March 21, 2022
March 28, 2022	April 18, 2022
April 25, 2022	May 16, 2022
May 23, 2022	June 20, 2022
June 27, 2022	July 18, 2022
July 25, 2022	August 15, 2022
August 29, 2022	September 19, 2022
September 26, 2022	October 17, 2022
October 31, 2022	November 21, 2022
November 28, 2022	December 12, 2022 *
December 26, 2022	January 17, 2023 *