

Received (stamp):



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

<i>Yes</i>	<i>No</i>	<i>Application Requirements</i>
		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)
		One (1) copy of a written statement answering the facts and circumstances listed in Section 1129.22 of the Planning and Zoning Code. <i>The facts and circumstances 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

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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



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2021

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 28, 2020	January 19, 2021 *
January 25, 2021	February 16, 2021 *
February 22, 2021	March 15, 2021
March 29, 2021	April 19, 2021
April 26, 2021	May 17, 2021
May 28, 2021	June 21, 2021
June 28, 2021	July 19, 2021
July 26, 2021	August 16, 2021
August 30, 2021	September 20, 2021
September 27, 2021	October 18, 2021
October 25, 2021	November 15, 2021
November 29, 2021	December 13, 2021 *
December 27, 2021	January 18, 2022 *