



VARIANCE # _____
ZONING PERMIT # _____
OTHER # _____

CITY OF CIRCLEVILLE APPLICATION FOR VARIANCE

APPLICANT'S OR AGENT FOR APPLICANT'S NAME: _____

APPLICANT'S /AGENT'S ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____ DAY TIME _____ ALTERNATE # _____

APPLICANT'S E-MAIL ADDRESS: _____

OWNER'S NAME & ADDRESS: _____

(IF SAME AS APPLICANT, WRITE "SAME")

PROPERTY ADDRESS: _____

ZONING DISTRICT: _____ PROPOSED USE OF PROPERTY: _____

THE PROPERTY OWNER/APPLICANT/AGENT FOR APPLICANT MUST SUPPLY A LEGAL DESCRIPTION OF THE PROPERTY, AS RECORDED IN THE PICKAWAY COUNTY RECORDER'S OFFICE. LEGAL DESCRIPTION ATTACHED: YES _____ NO _____

A SCALED PLOT MUST BE PROVIDED. PLOT PLAN ATTACHED: YES _____ NO _____

REASON (ZONING)(SIGN) PERMIT WAS DENIED BY THE ZONING INSPECTOR:

ARTICLE # _____ SECTION # _____ OF THE ZONING CODE

APPLICANTS REASON'S FOR APPEAL: SECTION 7.02 – CHOOSE ONE A-E (SEE REVERSE SIDE) _____

FURTHER DESCRIBED: _____

THE NAMES AND MAILING ADDRESSES OF ALL PROPERTY OWNERS WITHIN 100 FEET, CONTIGUOUS TO, AND DIRECTLY ACROSS THE STREET FROM THE PROPERTY, AS APPEARING ON THE PICKAWAY COUNTY AUDITOR'S CURRENT TAX LIST, IN THE PICKAWAY COUNTY COURT HOUSE, MUST BE PROVIDED.

LIST OF ADJACENT PROPERTY OWNERS (WITHIN 100 FEET) ATTACHED: YES _____ NO _____

I hereby appeal the decision of the Zoning Inspector for the reasons stated above.

DATE: _____ APPLICANTS SIGNATURE: _____

DO NOT WRITE BELOW THIS LINE

DATE FILED: _____ FEE: _____ RECEIVED BY: _____

CASH: _____ CHECK #: _____

ACTION BY ZONING COMMISSION: ON THE _____ DAY OF _____ 20 ____.

THE PLANNING AND ZONING COMMISSION (APPROVED) (DENIED) THE VARIANCE WITH THE FOLLOWING CONDITIONS: _____

FOR THE FOLLOWING REASONS: _____

(PURSUANT TO SECTION 7.02 (A-E) SEE REVERSE SIDE)

THE ZONING INSPECTOR IS HEREBY AUTHORIZED TO ISSUE A (ZONING) (SIGN) PERMIT FOR THE ABOVE LOCATION, SUBJECT TO THE ABOVE CONDITION.

DATE: _____ ZONING COMMISSION: _____

INSTRUCTIONS FOR APPLICATION FOR VARIANCE

The City of Circleville Planning and Zoning Commission has the authority to grant variances from the provisions of the Planning and Zoning Code, but **ONLY** if the specific case meets the criteria as specified in Section 7.02 of the Code, as follows:

Section 7.02 Powers of the Planning and Zoning Board

The Planning and Zoning Board shall have the power to authorize, upon appeal in specific cases, as hereinafter provided, such variances from the provisions or requirements of this Ordinance as will not be contrary to the public interest. Such variances shall be granted only in cases of exceptional conditions, involving irregular, narrow, shallow, or steep lots, or other exceptional physical conditions of the land, whereby strict application of such requirements would result in *practical difficulty* and *unnecessary hardship* that would deprive the owner of the reasonable use of the land and buildings involved. No variance from strict application of any provision of this Ordinance shall be granted by the Board unless it finds that all the following facts and conditions exist:

- A. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions generally created by the provisions of the Planning and Zoning Code in the neighborhood or district in which the property is located.
- B. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Planning and Zoning Code and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- C. That such necessary hardship has not been created by the applicant.
- D. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public health, safety and/or welfare.
- E. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

If the variance is to be approved, the Planning and Zoning Commission MUST FIND that these criteria are met. The applicant for a variance must supply a narrative statement explaining why the specific proposed project meets the criteria as stated above. THIS NARRATIVE STATEMENT IS PERHAPS THE MOST IMPORTANT PART OF THE APPLICATION, SINCE IT PROVIDES THE BASIS FOR THE BOARD'S DECISION.