

Board of Zoning Appeals

VARIANCE APPLICATION INFORMATION



ABOUT VARIANCES

Under certain conditions, an application may be submitted to request a departure from any provision, other than permitted/conditional uses, of the zoning requirements for a specific parcel (e.g. setbacks, size of signs, size of buildings), without changing the zoning resolution or the underlying zoning of the parcel. This involves notification of all property owners within two hundred fifty (250) feet of the subject property and a hearing in front of the Board of Zoning Appeals.

SUBMITTAL REQUIREMENTS

All applicants are strongly encouraged to meet with staff prior to the submission of an application to ensure that all requirements have been satisfied. Staff reserves the right to postpone any application that is determined to be incomplete.

To file an application for variance, applicants must supply the following information:

- Completed and signed application for zoning change
- Full payment of related fees; refer to the fee schedule below
- One (1) copy of a site plan (drawn to scale) indicating the site, as it exists, and any changes proposed for the site. This information will include all information regarding any new construction, easements, access, setback requirements, parking areas, and any other information relevant to the request.
- One (1) copy of the legal description of the property. Current property survey to include acreage, and all bearings and distances, referencing an establishing beginning point
- From the Franklin County Auditor's Office (373 South High Street, Columbus, Ohio 43215 on the 19th floor)
 - One (1) A-size map showing properties within two hundred fifty (250) feet of subject property.
 - One (1) list of property owners within two hundred fifty (250) feet of subject property, the address of the subject property, and the mailing address of the owners of the subject property.
- One (1) set of mailing labels (typed) including the applicant, property owner, and all other property owners within two hundred fifty (250) feet of subject property (Generated based upon the Auditor's data above)
- All information that pertains to sanitary services and water supply must be provided. This includes the location of any on-site septic system(s) and/or well(s). If services are to be provided by a private or public entity, a letter must be provided verifying that the services exists and that the applicant will have access to such services. If an on-site septic system and/or well are proposed, information from the Franklin County Board of Health (or the appropriate agency) must be provided.

EXPIRATION

- Construction related to a variance must begin within one year from date of issue.

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FEES

Variance, Conditional Use and Appeals Application Fees:

Note: All zoning application fees are required at the time the application is submitted.

RESIDENTIAL	New Application	\$500 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
	Modification of Previously Approved Variance or Conditional Use	\$300 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
COMMERCIAL	New Application	\$1,000 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
	Modification of Previously Approved Variance or Conditional Use	\$500 Application Fee \$50 Publication Fee \$1 Notification Fee per label submitted
SPECIAL HEARING		\$500 Special Hearing Fee (in addition to above fees)