



City of New Carlisle
 Planning Department
 331 S. Church Street
 New Carlisle, Ohio 45344
 937.845.9492
planning@newcarlisle.net

**APPLICATION
 BOARD OF ZONING APPEALS
 VARIANCE REQUEST**

Received Stamp

Office Use Only

\$125
 Application Fee

Please read before completing this application.

- **Required -**
 - Submission of a completed Variance Request Application, including all of the items listed in the application checklist. Variance Request Application fee of \$125.
 - *Note: Fee is not refundable if Variance is denied.*
 - Submission of a completed Zoning Application. Application Fee for Zoning Permit does not requirement payment until after the Variance is granted.
- 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 to complete application requirements.
- The Board of Zoning Appeals shall hold a public hearing within **thirty (30) days** after the receipt of a **completed** application. **The Applicant or a Representative must be present at hearing.**
- All property owners and interested parties within 500 feet of the proposed variance will be notified of Public Hearing.

Applicant Information

Name: _____ Phone: _____

Address: _____

Email: _____

Property Information

Address for Variance Request: _____

Zoning District: _____ Lot Number: _____

Owner of Record according to the Clark County Auditor's Office): _____

Owners Mailing Address: _____

Owners Phone: _____ Email: _____

Variance Requested

Description of the nature of the Variance requested:

Application Requirements Checklist

✓	Required Items	Staff Use
	Narrative Statement demonstrating that the requested variance conforms to the following standards;	
	a) 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;	
	b) That a literal interpretation of this Zoning Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under this Zoning Code;	
	c) That special conditions and circumstances do not result from the actions of the applicant; and	
	d) That the granting of the variance requested will not confer on the applicant any special privilege that is denied by this Zoning Code to other lands, structures or buildings in the same district.	
	Site Plan that includes parcel shape and size, primary structure location and dimensions, any accessory structures that exist on the property, driveway and sidewalk locations.	
	Proposed Site Plan that includes all of the items listed in above Site Plan and the Proposed structure. Include all dimensions of proposed structure and the setback dimensions of all sides of the proposed structure.	
	Zoning Permit Application submitted along with this application for the proposed structure.	
	Photos of the area where the variance is being requested.	

I hereby attest to the truth and exactness of all information supplied on and with this application.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____
(If different than Applicant)

Office Use Only	
Fee \$125 Paid Date: _____	
This application has been reviewed and is found to be complete.	
City Staff: _____	Position: _____ Date: _____
Decision of the Board of Zoning Appeals	
Date Decision Ruled on: _____ Action Taken: Approved / Denied	
Conditions for Approval: _____	

