



City of New Carlisle  
Planning Department  
331 S. Church Street  
New Carlisle, Ohio 45344  
937.845.9492  
[planning@newcarlisleohio.gov](mailto:planning@newcarlisleohio.gov)

**APPLICATION  
BOARD OF ZONING APPEALS  
APPEALS**

Received Stamp

Office Use Only

*Please read before completing this application.*

**\$125**  
Application Fee

Appeals to the Board of Zoning Appeals shall not be filed no more than ten (10) days after the decision of the Zoning Inspector.

- 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.
- Submission of a completed Zoning Application. Application Fee for Zoning Permit is due at the time of submission. Fee will not be refundable if the appeal is denied

**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: \_\_\_\_\_

**Appeals Information**

Applicant seeks an appeal from the provisions of the Zoning Inspector's interpretations of:

City Ordinance:

Chapter: \_\_\_\_\_ Section: \_\_\_\_\_ of the Zoning Code

Description of Zoning Code: \_\_\_\_\_

\_\_\_\_\_

## Application Requirements Checklist



### Required Items (Please submit them on separate pieces of paper)

Staff Use

	Narrative Statement demonstrating that the requested appeal 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 appeal 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.	
	That the granting of the appeal 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	
	Zoning Permit Application submitted along with this application for the proposed structure.	
	Photos of the area where the appeal is being requested.	

I the applicant noted above, hereby declares the decision of the Zoning Inspector of the City of New Carlisle, Ohio, in the below stated case, places an undue hardship on I, the applicant, with reference to the use of land within the corporate limits of New Carlisle and does seek relief from this decision from the Board of Zoning Appeals.

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: \_\_\_\_\_

\_\_\_\_\_