



JEROME TOWNSHIP

UNION COUNTY, OHIO
9777 Industrial Parkway
Plain City, Ohio 43064
Office (614) 873-4480

Case #: _____
App. #: _____
Date Submitted: _____
Fee Amount: _____
Check #: _____

I. PARCEL INFORMATION

BOARD OF ZONING APPEALS APPLICATION

Parcel Address: _____ Parcel No.(s): _____

II. OWNER OF RECORD

Owner Name(s): _____
Contact Email: _____ Contact Phone Number: _____

III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

Business Name: _____ Contact Name: _____
Contact Email: _____ Contact Phone Number: _____
Description of Use: _____

IV. APPLICANT INFORMATION

Applicant Name: _____ Applicant Address: _____
Applicant Phone Number: _____ Applicant Email: _____
 Parcel Owner Business Owner/Tenant Contractor Architect/Engineer

PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE:

Variance (Non-Residential / Residential): _____

Conditional Use Permit: _____
 Administrative Appeal: _____

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Zoning Inspector.

Applicant Signature: _____ Date: _____

*By signing this application, I certify that I am the owner of the real property or the owner's agent, and that this application is authorized with the full knowledge of the owner. *

****FOR OFFICIAL USE ONLY****

Additional Notes:

Zoning Information
Zoning District: _____
Additional Requirements
 UCEO Fire Dept.
 Health Dept.
 Other: _____

BZA Meeting
Date: _____
 Approved as Submitted
 Approved w/ Conditions
 Tabled
 Disapproved

Zoning Inp.: _____ Date: _____

When and where do you initiate a conditional use?

Under some circumstances a use of property, typically considered more intense than uses permitted in the zoning district in which is located, may be determined to be compatible with the permitted uses if additional standards are applied to control and regulate that more intense use. These uses are listed as “conditional use” within each zoning district.

What information should be submitted to apply for a conditional use permit?

This checklist is to be used as a guide for filling out the application. It must be returned with each item checked off:

- Application form, completed.
- A statement indicating the section of the Resolution under which the conditional use is sought, describing the character of the proposed conditional use, and addressing the standards provided for in Section 240.04 of the Zoning Resolution.
- Legal description of the parcel.
- A site plan, drawn to scale, indicating at least the following:
 - Lot/parcel area.
 - A plan of the proposed use showing the location of existing and/or proposed buildings and structures, parking and loading areas, traffic access and circulation, drives, open space, landscaping, utilities, yards, outdoor storage areas, and refuse and service areas.
 - Date, scale, and north arrow.
 - Lot lines, setback lines, and easements.
 - Roads, sidewalks, and alleys.
 - Existing structures on neighboring lots within 20 feet of the lot line.
 - Dimensions from any existing and proposed buildings to all lot lines labeled.
 - Required/proposed landscaping, if any.
 - Required/proposed buffering, if any.
- Elevations, drawn to scale, of any proposed buildings or structures, and indicating at least the following:
 - Dimensions including height, width, length, and area of buildings or structures.
 - Materials labeled.
 - For signs, drawings indicating the exact appearance of the sign, and indicating its height, display area, and type of illumination.
- For lots served or proposed to be served by on-site sewers or water, a copy of an approved installation permit or similar written approval from the County Health Department.
- For any lot not designated solely for residential use and proposed to be served by central sewers or water, evidence that the lot has or will have access to central sewers or water.
- A list of the names and addresses of the applicant and of the owners of all lots within, contiguous to, and directly across the street from the subject tract, as shown on the County Auditor's current tax list. One (1) copy shall be submitted on regular, letter-sized paper, and one (1) on Avery #5160 mailing labels or equivalent style mailing labels approved by the Zoning Inspector.
- The fee, as required by the Schedule of Zoning Fees.

***This requirement may not apply when not building elevations germane to the requested conditional use.**

All applications shall include one (1) completed application form and ten (10) sets of plans and other documents. All plans and other documents shall be single-sided and shall be folded to be no larger than 8.5” x 11”. Electronic copies of all plans and documents in .PDF or another standard file-type shall also be submitted at the time of application via CD, memory stick, or via remote transfer when coordinated in advance with the Zoning Inspector.

The Board shall review the particular facts and circumstances of each proposed use in terms of the following standards and shall find adequate evidence showing that such use at the proposed location:

1. Is in fact a conditional use as established by the regulations of the applicable zoning district;
2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
3. Will not be hazardous or disturbing to existing or future neighboring uses;
4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal , water and sewer; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
5. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community;
6. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, or odors;
7. Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares.

Why might you request a variance?

The Board of Zoning Appeals (BZA) may vary the strict application of the provisions of the Zoning Resolution where, owing to special characteristics of a property, a literal enforcement of the provisions would result in unnecessary hardship or practical difficulty, and where such variance will be in harmony with the general purpose and intent of the Resolution and in accordance with the specific regulations and standards contained in Chapter 245.

What information should be submitted to apply for a variance?

This checklist is to be used as a guide for filling out the application and must be returned with each item checked off:

- Application form, completed.
- A statement indicating the current use, proposed use, the provision of the Zoning Resolution proposed to be varied, and addressing the standards provided for in Section 245.04 of the Zoning Resolution.
- Legal description of the parcel.
- A site plan, drawn to scale, indicating at least the following:
 - Lot/parcel area.
 - A plan showing the dimensions and shape of the lot, the size and location of existing buildings, the locations and dimensions of proposed buildings or alterations and any natural or topographic peculiarities of the lot in question. This may include parking and loading areas, traffic access and circulation, drives, open space, landscaping, utilities, yards, outdoor storage areas, refuse and service areas, or other improvements as applicable.
 - Date, scale, and north arrow.
 - Lots lines, setback lines, and easements.
 - Roads, sidewalks, and alleys.
 - Existing structures on neighboring lots within 20 feet of the lot line.
 - Dimensions from any existing and proposed buildings to all lot lines labeled.
 - Required/proposed landscaping, if any.
 - Required/proposed buffering, if any.
- Elevations, drawn to scale, of any proposed buildings or structures, and indicating at least the following:
 - Dimensions including height, width, length, and area of buildings or structures.
 - Materials labeled.
 - For signs, drawings indicating the exact appearance of the sign, and indicating its height, display area, and type of illumination.
- For lots served or proposed to be served by on-site sewers or water, a copy of an approved installation permit or similar written approval from the County Health Department.
- For any lot not designated solely for residential use and proposed to be served by central sewers or water, evidence that the lot has or will have access to central sewers or water.
- A list of the names and addresses of the applicant and of the owners of all lots within, contiguous to, and directly across the street from the subject tract, as shown on the County Auditor's current tax list. One (1) copy shall be submitted on regular, letter-sized paper, and one (1) on Avery #5160 mailing labels or equivalent style mailing labels approved by the Zoning Inspector.
- The fee, as required by the Schedule of Zoning Fees.

*This requirement may not apply when not building elevations germane to the requested variance.

All applications shall include one (1) completed application form and ten (10) sets of plans and other documents. All plans and other documents shall be single-sided and shall be folded to be no larger than 8.5" x 11". Electronic copies of all plans and documents in .PDF or another standard file-type shall also be submitted at the time of application via CD, memory stick, or via remote transfer when coordinated in advance with the Zoning Inspector.

A variance from the terms of the Resolution shall not be granted by the Board of Zoning Appeals unless and until the applicant demonstrates the following:

1. That special conditions and circumstances exist which are peculiar to the land, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
2. That literal interpretation of the provisions of the Resolution would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Resolution.
3. That the special conditions and circumstances do not result from the actions of the applicant.
4. That granting the variance requested will not confer on the applicant any special privilege that is denied by the Resolution to other lands, structures, or buildings in the same district
5. That the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
6. That the granting of the variance will be in harmony with the general purpose and intent of this resolution and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.