



# Board of Zoning Appeals – Variance Application

Case #: \_\_\_\_\_ Fee: \$ 200  Paid

The City of Urbana | Department of Zoning and Compliance  
205 South Main Street, Urbana, Ohio 43078 | ZoningandCompliance@ci.urbana.oh.us | (937) 652-4325 | www.urbanaohio.com

## Applicant Information

Full Name: \_\_\_\_\_ Property:  Owner  Tenant  Agent  
Address: \_\_\_\_\_  
(street address) (city) (state) (zip code)  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_  
(street address) (city) (state) (zip code)  
Parcel ID: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Overlay District: \_\_\_\_\_ Current Use: \_\_\_\_\_

## Project/Proposal General Information

Variance Requested from Chapter: \_\_\_\_\_ Required by Code: \_\_\_\_\_  
Description of Variance: \_\_\_\_\_  
Request by Applicant: \_\_\_\_\_

## Findings of Fact

No such variance of the provisions or requirements of this Zoning Code shall be authorized by the Board unless the Board finds ALL of the following facts and conditions.

### THAT EXCEPTIONAL CIRCUMSTANCES EXIST

Please explain the exceptional or unusual situation or conditions of the property that do not apply generally to other properties within the same zoning district that prevent compliance from the applicable code section:

### THAT PROPERTY RIGHTS OF OTHERS IN THE SAME ZONING DISTRICT WOULD BE PRESERVED

Please explain how substantial property rights, which are possessed by other properties in the same zoning district and same vicinity, would be violated without such variance.

**ABSENCE OF DETRIMENT TO NEIGHBORHOOD, ADJACENT PROPERTIES, ZONING CODE OR PUBLIC INTEREST**

Please explain how this variance would not affect the essential character of the neighborhood, cause substantial detriment to adjacent property owners, or materially impair the purpose of the zoning code or public interest.

**THAT THE REQUESTED VARIANCE IS NOT OF GENERAL NATURE**

Is the condition or situation causing the need for a variance also present at other properties in the same zoning district or vicinity that might warrant the need for an update to the zoning code to address the specific condition or situation?

**Applicant Affidavit**

I certify that I have the authority to file this application, have read the application in its entirety, and that all information and attachments are true and correct to the best of my knowledge. I understand that submittal of an application does not constitute acceptance for processing until the Planning & Zoning Department reviews that application for accuracy and completeness.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Board of Zoning Appeals Supplemental Information

## 2023 Meeting Schedule and Application Deadlines

All meetings will be held in the Fire and Police Training Room located on the second floor of the City's Municipal Building located at 205 South Main Street. All meetings will be at 6:00 PM.

Application Deadline	Meeting Date
Dec 28, 2022	Jan 09, 2023
Feb 01, 2023	Feb 13, 2023
Mar 01, 2023	Mar 13, 2023
Mar 29, 2023	Apr 10, 2023
Apr 26, 2023	May 08, 2023
May 31, 2023	Jun 12, 2023
Jun 27, 2023	Jul 10, 2023
Aug 02, 2023	Aug 14, 2023
Aug 30, 2023	Sep 11, 2023
Sep 27, 2023	Oct 09, 2023
Nov 01, 2023	Nov 13, 2023
Nov 29, 2023	Dec 11, 2023

## Application Checklist

Review and complete the applicant column prior to application submittal.

Applicant	Meeting Date	Staff
<input type="checkbox"/>	One (1) completed and signed application	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of the property's legal deed and description	<input type="checkbox"/>
<input type="checkbox"/>	\$200 Application Fee	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of the site plan with accurate dimensions of the property, existing buildings, proposed buildings, setback distances from lot lines, parking spaces and adjacent public right-of-way, the location of all vehicular access points, the location and number of off-street parking spaces, proposed or existing signage, and/or any other applicable information as required by the Zoning Department.	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of the property card (can be obtained from the Champaign County Auditor's website)	<input type="checkbox"/>
N/A	Floodplain Firmette	<input type="checkbox"/>
N/A	Zoning Map clearly indicating the property's zoning classification	<input type="checkbox"/>
N/A	Applicable Code Section	<input type="checkbox"/>
N/A	Mailing labels with the names and tax mailing addresses of all property owners located within 200 feet of the subject property.	<input type="checkbox"/>