



<i>Office Use Only</i>
Date Filed: _____
Case No. BZA- _____
Public Hearing Date: _____
Fee: \$200.00 _____

City of Urbana
BOARD OF ZONING APPEALS
VARIANCE APPLICATION
(Must be typed or printed legibly)

An application for a **VARIANCE** from the provisions of the City of Urbana Zoning Ordinances located at: _____
_____ in (zoning district): _____.

PROPOSED USE: _____

1. The particular requirements of the zoning ordinance which prevent the proposed use or construction. _____

2. The characteristics of the subject property which prevent compliance with said requirements of the zoning ordinance. _____

3. Description of the nature of variance requested. _____

4. The particular hardship which would result if said particular requirements of the zoning ordinance were applied to the subject property. _____

Owner Information

Name _____
Address _____
City _____ State _____ Zip Code _____
Daytime Telephone Number () _____ Fax () _____
E-Mail Address _____

Applicant Information

Name _____
Address _____
City _____ State _____ Zip Code _____
Daytime Telephone Number () _____ Fax () _____
E-Mail Address _____

I certify that all information and attachments to this application are true and correct to the best of my knowledge. Submittal of an application does not constitute acceptance for processing until the Zoning and Planning Department reviews the application for accuracy and completeness.

Applicant's Signature

Date

The following attachments are required:

- Vicinity Map
- Property owner's list of properties within 200 ft of subject property.
- Site Plan/Elevation
- Legal description of the property

<p>Office Use Only: Checklist of Required Documents</p> <p>_____ Site plan in duplicate</p> <p>_____ Vicinity Map</p> <p>_____ Property owner's list verified</p> <p>_____ Zoning Administrator's written refusal</p> <p>_____ Zoning Administrator's written statement</p> <p>_____ Fee received</p> <p>_____ Checked by: _____</p>

Instructions

When properly completed, this form and required attachments meet most of the variance application requirements of the City of Urbana. This application form is available only after an official review of the proposed project by the Zoning Administrator, and the issuance of a written refusal. Information from the written refusal is necessary to complete the application correctly.

VARIANCES, SECTION 1105 City of Urbana Codified Ordinances

Variances from the regulations of the shall be granted by the Zoning Appeals Board only in accordance with the standards set out in 1105.33 and may be granted in those instances.

Filing Procedure

An application for a Variance must be filed with the Zoning Administrator, 2nd Floor, City Municipal Building, 205 South Main Street, Urbana, Ohio 43078. Applications are scheduled based on filing date. Applications should be filed prior to the last Friday of the month to be heard at the following month's scheduled meeting.

Applications must be accompanied by a filing fee of \$200.00.

The application must be typewritten or printed legibly. Applications which are not complete or are not legible will be returned to the applicant, and will not be scheduled for public hearing until completed. Incomplete applications shall be a basis for denial.

At a minimum the application must contain the following:

1. One (1) copy of the site plan, floor plans, site elevation and other required exhibits (see below for details).
2. One (1) copy of the vicinity map showing all property contiguous to the subject property or owners within 200 feet of subject property;
3. One (1) copy of the names and addresses of owners of the property identified on vicinity map (see below for details).
4. One (1) copy of the Zoning Administrator's written refusal.

Required Contents of Application

The City of Urbana Zoning Appeals Board is only authorized to grant variances as listed in Section 1105 of the City of Urbana's Codified Ordinances, and only after making the required findings listed in Section 1105. Material submitted with the application should provide the evidence to support the variance.

All material submitted as part of this application and presented at the public hearing must be retained as part of the public record and cannot be returned. Applicants are encouraged to keep a copy of all items for their own records.

1. Application Form

- All of the blanks not marked "Office Use Only" must be completely filled in. Explanations may be continued on additional sheets of paper if the space provided is insufficient.

2. Site Plan, Floor Plans and other Exhibits, where required

A copy of the legal description of the property can be found on the deed to the property.

Every application shall be accompanied by a site plan, drawn to such scale as to clearly show the following:

- A. The actual dimensions of the subject property according to the recorded plat of such property.
- B. The use, heights, location, and ground area of all present and proposed buildings and structures, the location of all vehicular entrances to and exits from the property, the location of all off-street parking areas and number of spaces provided therein; the building lines in relation to lot lines; the number, type, size, and location of all present and proposed signs; and such other information as may be required by the Zoning Administrator....

- If floor plans or other documentation were required by the Zoning Administrator for his review, a copy of this same information must be submitted with the conditional use application (e.g. floor plans, licenses, etc.). The site plan, floor

plan and other documentation must be the same that was reviewed and refused by the Zoning Administrator. If any changes are made to the proposal it must be reviewed by the Zoning Administrator again.

3. Map and List of Property Owners

Each application must identify on a map or maps the subject property and all properties contiguous to or directly across the street or alley from the subject property. Each application must also provide a list of owners and their tax mailing address for each parcel identified on the map. All of the information required is a matter of public record and easily accessible through the Champaign County Auditor's Office.

- The property owners list must be compiled from the County Auditor's current tax list or the County Treasurer's mailing list. This list must identify the parcel identification number, full names of the property owners, and the property owner's address. A sample list is presented in Figure 2.

Public Hearing Information

Every effort is made to schedule cases for the next meeting. In order to permit the required legal notice of the hearing to be distributed, no applications can be heard less than two (2) weeks after filing. The applicant will be notified in writing of the date, time and place of the hearing. Applicants, or their representatives, are expected to be present at the hearing.

The order of the public hearing is generally as follows: 1. Planning staff report 4. Comments from public in opposition to appeal 2. Applicant's presentation 5. Rebuttal and summaries 3. Comments from public in favor of appeal 6. Closure of public hearing The Zoning Administrator is not able to issue any permits until the decision order is issued. Decisions of the City of Urbana's Zoning Appeals Board can be appealed to the Courts of Commons Pleas.