



Jerome Township  
Union County, Ohio

9777 Industrial Parkway  
Plain City, Ohio 43064  
Office (614) 873-4480  
Fax (614) 873-8664

# Application Form

Variance

Office Use Only:	
Application #: _____	Date: _____
Fee: \$ _____	Check #: _____

**NOTE: The applicant may request an Administrative Review by the Jerome Township Board of Zoning Appeals as per Jerome Township Zoning Resolution Section 245 prior to filing this application.**

### Property Owner / Applicant Information:

Property Owner/ Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Represented By:

Represented By: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

#### 1. Location Description:

Street & Number location \_\_\_\_\_

Municipality \_\_\_\_\_ Township \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Parcel Number \_\_\_\_\_

#### 2. Legal Description:

Legal description attached \_\_\_\_\_

Lot Size \_\_\_\_\_ Acres \_\_\_\_\_

Range \_\_\_\_\_ Other Description \_\_\_\_\_

The undersigned certifies that this application and the attachments thereto contain all the information required by the Zoning Resolution and that all information contained within this application is true and accurate to the best of his/her knowledge. Applicant hereby certifies that they have legal ownership or legal control over the property to be re-zoned and agrees to be bound by the provisions of the Jerome Township Zoning Resolution.

Agent / Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature (if different from the Applicant): \_\_\_\_\_

Block \_\_\_\_\_ Lot Number \_\_\_\_\_  
(If in a platted subdivision)

N S E W side of \_\_\_\_\_  
\_\_\_\_\_ feet, N S E W, from intersection of \_\_\_\_\_

Nearest Major Intersection \_\_\_\_\_

3. Current Zoning District: \_\_\_\_\_

4. Present Use: \_\_\_\_\_

5. Check Item for Which Variance is Requested:

- |   |                        |
|---|------------------------|
| a. Lot coverage _____                             | i. Sign _____          |
| b. Lot size _____                                 | j. Fence _____         |
| c. Lot width _____                                | k. Landscaping _____   |
| d. Parking _____                                  | l. Road frontage _____ |
| e. Setbacks _____                                 | m. Other _____         |
| f. Height/area requirements _____                 |                        |
| g. Nonconforming residential/commercial use _____ |                        |
| h. Accessory or special use _____                 |                        |

**Nature of Variance:**

Describe generally the nature of the variance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Request (check one):

- \_\_\_\_\_ APPEAL of administrative decision  
\_\_\_\_\_ VARIANCE from zoning ordinance requirements

7. If an Appeal is being requested, state administrative decision being appealed:

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8. If a Variance is being requested, state reasons for request:

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9. Zoning Ordinance Code Sections Applicable to Variance: \_\_\_\_\_

10. In addition, plans in triplicate and drawn to scale must accompany this application showing dimensions and shape of the lot, the size and locations of existing buildings, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the lot in question.

A. Minimum Required Information (to be shown on the site plan):

The site plan shall be legibly and accurately drawn to scale on paper suitable for reproduction. Architect's drawings will also be acceptable. The plan shall contain the following information:

1. The name and address of the person filing the application
2. The date, scale, and north arrow
3. Property lines, building lines, and easements survey
4. Streets, sidewalks, and alleys
5. Existing and or proposed structures and improvements (i.e. trees, patios, driveways, etc.)
6. Existing structures within 20 feet of the property
7. Accurate dimensions of the property and all structures involved

B. Elevations: Elevations shall be submitted for all sign applications, new additions, alterations to existing structures, new accessory structures, and fences. They shall contain the following information:

1. Dimensions including height, width, length and area
2. In the case of signs, the elevation should also indicate the exact appearance of the sign, whether or not it is illuminated and the type of illumination.

C. Other: Any other information deemed necessary by the Code official should be stipulated below:

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11. Justification of Variance: In order for a Variance to be granted, the applicant must prove to the Board of Zoning Appeals that the following items are true: (Please attach these comments on a separate sheet of paper).

a. Special conditions exist peculiar to the land or building in question:

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b. That a literal interpretation of the ordinance (resolution would deprive the applicant of rights enjoyed by other property owners:

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c. That the special conditions do not result from previous actions of the applicant:

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d. That the requested Variance is the minimum Variance that will allow a reasonable use of the land or buildings:

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12. Applicants or their official representative (attorney, power of attorneys, etc.) must be present for rezoning hearings, conditional use permit hearing or for variance hearings to provide appropriate knowledge and or pertinent answers to questions before an application may be passed on.

**Use Variance:**

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Written justification for the requested variance shall be made. The Board of Zoning Appeals will either approve or deny your variance request based on the factual evidence provided by the appellant on the following factors. Factors to be considered include, but are not limited to:

1. Can the appellant demonstrate that all of the permitted uses under the current zoning classification are not economically feasible or cannot be efficiently continued?

Yes       No      (Provide written justification of your answer)

2. Can the appellant demonstrate that the condition creating the request is unique to the particular lot and not generally shared by other lots in the same zoning district (otherwise the correct solution is rezoning)?

Yes       No      (Provide written justification of your answer)

3. If the variance is granted, would it alter the character or use of the zoning district?

Yes       No      Why or why not?      (Provide written justification of your answer)

4. Will granting the variance adversely affect the public health, safety or general welfare?  
(Provide written justification of your answer)

5. Will granting the variance adversely impact adjacent lot owners?  
(Provide written justification of your answer)
  
  
  
  
  
  
  
  
  
  
6. Is the requested variance the minimum action, which would afford relief to the applicant?  
(Provide written justification of your answer)
  
  
  
  
  
  
  
  
  
  
7. Is granting the variance consistent with the spirit and intent of the zoning regulation?  
(Provide written justification of your answer)

**Area Variance:**

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Written justification for the requested variance shall be made. The Board of Zoning Appeals will either approve or deny you variance request based on the factual evidence provided by the appellant on the following factors. Factors to be considered include but are not limited to:

1. Does the current zoning requirement that you seek a variance for unreasonably deprive you of a permitted use of the lot? (Provide written justification of your answer)
  
  
2.  Yes  No      If Yes, what use are you being deprived of?
  
  
  
  
  
3. Is there any beneficial use of the lot without a variance? (Provide written justification of your answer)
  
  
- Yes  No

4. Is the variance substantial? (Provide written justification of your answer)

Yes  No

5. Will the essential character of the neighborhood be substantially altered or will adjoining lots suffer a substantial detriment as a result of the variance?

Yes  No (Provide written justification of your answer)

6. Will the variance adversely affect the delivery of governmental services?

Yes  No (Provide written justification of your answer)

7. Did the lot owner purchase the lot with knowledge of the zoning restriction?

Yes  No (Provide written justification of your answer)

8. Can the lot owner's predicament feasibly be obviated through some method other than a variance?

9.  Yes  No (Provide written justification of your answer)

10. Other criteria that is related to determining whether the zoning regulation is equitable. (Provide written justification of your answer)

**Applicant Statement:**

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The undersigned certifies that this application and the attachments thereto contain all the information required by the Zoning Resolution and that all information contained within this application is true and accurate to the best of his/her knowledge. Applicant hereby certifies that they have legal ownership or legal control over the property and agrees to be bound by the provisions of the Jerome Township Zoning Resolution.

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

Property Owner Signature (if different from the Applicant): \_\_\_\_\_

**Board Decision:**

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Decision of the Board of Zoning Appeals:    Approved \_\_\_\_\_                      Denied \_\_\_\_\_

If approved, the following conditions and safeguards were prescribed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If denied, reason for denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Jerome Township Board of Zoning Appeals

\_\_\_\_\_, Chairman

**Note: One (1) copy to be filed with the Zoning Inspector and two (2) copies with the Board of Zoning Appeals.**





### **JEROME TOWNSHIP BOARD OF ZONING APPEALS APPLICATION PROCESS**

1. Action, order, requirement, determination, or decision by Zoning Inspector which applicant wishes to appeal.
2. Pick up Variance or Conditional Use Application, Instructions, Fee Schedule, Checklist and copy of Code Section 245 for reference.
3. Fill out all applicable portions of Application and Checklist. If questions, please contact Zoning Inspector prior to submitting Application.
4. Submit signed application, Checklist and Fee to the Zoning Inspector within 20 days of action by Zoning Inspector.
5. Zoning Inspector will submit complete Application to the Chairman of the Board of Zoning Appeals (BZA) for scheduling of an Application Review Meeting or a Public Hearing if the Chairman determines that sufficient information has been submitted with the application for the BZA to hear the request without prior review.
6. Application Review Meeting to be held within a reasonable time after submittal. A Public Hearing shall be scheduled within 30 days after the application review meeting or within a reasonable time after submittal.
7. Notification of adjoining land owners, interested parties and newspaper at least 10 days prior to the Application Review Meeting and/or the Public Hearing.
8. Public Hearing to allow applicant to present evidence justifying requested Variance or Conditional Use, public comment, applicant response, Board questions, deliberation, and decision.
9. Decision by BZA, listing Facts and Findings supporting the decision, at the conclusion of the Public Hearing or within 30 days if additional deliberation time is requested by the BZA members.
10. Notification of the Applicant within 14 days after the decision by letter from the Township.
11. Appeal to Common Pleas Court within 30 days after notification if application is denied.
12. Appeal to Court of Appeals within 30 days after denial by Common Pleas Court.

### VARIANCE CHECKLIST

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

- Application filled out completely.
- Lot size.
- The amount of acres.
- Legal Description.
- Plans drawn to scale showing 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.
- Name and address of person filing the application.
- Date, scale and north arrow.
- Property lines, building lines and easement survey.
- Streets, sidewalks and alleys.
- Existing and/or proposed structures and improvements.
- Existing structures within 20 feet of the property.
- Accurate dimensions of the property and all structures involved.
- Elevations for sign applications new additions, alterations to existing structures, new accessory structures and fences.
- Item checked for which variance is requested.
- Nature of the variance.
- A statement stating: The special conditions exist peculiar to the land or building in question.
- A statement stating: That a literal interpretation of the ordinance (resolution) would deprive the applicant of rights enjoyed by other property owners.
- A statement stating: That the special conditions do not result from previous actions of the applicant.

- A statement stating: That the requested variance is the minimum variance that will allow a reasonable use of the land or buildings.
- The Use or Area Variance pages completed.
- Adjoining property owners names and addresses.
- The application fee.
- Do you give permission to place one (1) yard sign per road with frontage as a notice to the public regarding the time and date for the public hearing. Applicants should be aware that this is only a request, is not in the zoning Resolution and not a requirement for review or approval.

\_\_\_\_\_ Yes      \_\_\_\_\_ No      \_\_\_\_\_ please initial