



Application for a Variance

Monroe Development Department
233 South Main Street, Monroe, Ohio 45050
Phone: 513-539-7374
www.monroehio.org

For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Date of BZA Review:

Fee Paid:

Staff Initials:

Application/Case Number:

Variance Review Information

1. The variance review procedure and review requirements are established in Section 1203.08 of the Monroe Planning and Zoning Code.
2. There are separate review criteria for an area/dimensional variance (a request to vary any numerical or dimensional requirement in the code) and for a use variance (a request to have a use approved that is not otherwise allowed in the applicable zoning district. The applicant must demonstrate a practical difficulty for an area/dimensional variance or an unnecessary hardship for a use variance).
3. Approval of a variance does not guarantee any other approvals (e.g., site plan or zoning permit reviews). The applicant shall be responsible for applying for any other necessary permits or reviews.
4. Applicants shall obtain a zoning compliance inspection within one year of a variance approval or the approval shall be voided.
5. The application fee for a variance is \$300 for a residential or agricultural use and \$500 for all other uses, due at the time the application is submitted.

Basic Project and Site Information

Project Address:

County: Butler Warren

Total Lot Area:

County Tax Parcel ID:

Project/Development Name:

Existing Zoning District:

Variance Type: Area/Dimensional Variance Use Variance

Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Property Owner Name:

The applicant may attach a separate sheet of a paper with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Project Address or Tax Parcel ID:

Additional Project Information

1) Please describe, in detail, the proposed uses and the proposed development.

2) Identify what variances are being sought including any applicable code sections, required dimensions, or the established standard.

3) What are the characteristics of the property that prevent you from meeting the minimum requirements of the planning and zoning code?

- Lot is too narrow Lot is too small Lot is too shallow The soil or subsurface is unique to the lot
 The shape of the lot Building or lot elevation Topography Other (Describe in #4 below.)

4) Explain how items checked above prevent the reasonable use of the property under the existing requirements.

5) For use variances, please describe the existing building(s) to be used and the reason a use variance is necessary.

Project Address or Tax Parcel ID:

Additional Project Information Continued

6) To the best of your knowledge, can you affirm that the difficulty or hardship described in this application is not self-imposed? Self-imposed actions include, but are not limited to, constructing an improvement in violation of the code and then requesting the variance “after the fact” or the applicant subdividing a lot and then claiming a practical difficulty.

Yes No If no, please explain below why the difficulty or hardship should not be regarded as self-imposed.

7) Will the granting of the variance be consistent with the neighborhood and not impair the essential character of the area?

Yes No Please explain below.

8) Identify how the proposed variance application will protect the surrounding properties from any negative impacts (e.g., noise, light, traffic, etc.)

Project Address or Tax Parcel ID:

Certification and Signatures

Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent zoning permit or other review applications.

Print Name:

Signature:

Date:

Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project. If the variance request affects multiple properties, a signature from each property owner is required.

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

Submittal Requirement Checklist

Submittals shall include 8 copies (minimum of 11" x 17").

Additional copies may be required based on project specifics.

Digital Submittal Requirements

- All document applications shall be submitted in an electronic format compatible (Adobe PDF) with the city's computer systems.

General Information

- Variance Application Form
- Application fee
- Copies of the plans and maps established below at a reasonable scale, as determined by the Development Department, to review the variance request.
- Any additional information determined to be necessary by the Development Department.

Variance Site Plan

- Date, north arrow, scale, and a legend for all symbols – the plan shall be oriented with north to the top
- All existing lot lines and parcel numbers for each lot subject to the variance request and all lots adjacent to the subject lot, including any across a street.
- A survey, stamped and signed by a surveyor or engineer licensed in Ohio, documenting the exact boundaries and dimensions of the subject lot.
- Boundaries and dimensions of all existing and proposed buildings and structures
- All existing and proposed streets, rights-of-way, and related names
- Identification of proposed variance (e.g., required setback and proposed setback, or maximum height and proposed height)