



Monroe Development Department
233 South Main Street, Monroe, Ohio 45050
(513) 539-7374 x1020

VARIANCES

Purpose:

A variance from the requirements of the Planning and Zoning Code may be granted by the Board of Zoning Appeals (BZA) when the Board determines that such a variance will not be contrary to the public interest and that, due to special conditions, practical difficulty or unnecessary hardship exist that prevent strict application of the Code.

Board of Zoning Appeals Meetings:

BZA meetings are scheduled on an as needed basis.

Procedure:

Step 1 – Application

The applicant shall complete a **Variance Application** and submit it to the Development Department with all necessary supporting information including

Step 2 – Staff Review and Staff Report

The Code Enforcement Officer shall process the variance request and prepare a staff report to the BZA.

Step 3 – BZA Hearing and Decision on a Variance

The BZA shall hold a public hearing for the variance application within 60 days of the complete application and give public notice.

The BZA shall approve, approve with conditions, or deny the variance within 60 days of closing of the public hearing.

Change in Ownership:

A variance, including any conditions, shall run with the land and shall not be affected by a change in ownership.

Additional Approvals:

Additional approvals including, but not limited to, any applicable development approvals, building permits, and sign permits, must be obtained before work can begin.

Time Limit:

No variance shall be valid for a period longer than one (1) year from the date of variance approval unless the applicant receives approval through a zoning compliance inspection, if a zoning compliance inspection is required for action subject to the variance.

Appeals:

The decision of the BZA may be reviewed by the applicable court of common pleas as provide in ORC Chapters 2505 and 2506.

For more information regarding variances please refer to **Section 1203.08: Variances** of the Planning and Zoning Code.

Applicants are reminded this handout does not serve as a substitute for any of the City of Monroe's adopted ordinances and is intended only as a guide.