



AREA/USE VARIANCE SUBMITTAL INSTRUCTIONS

***Please review the following to ensure all submittal requirements are provided. Incomplete submittals will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.**

****Forward any questions about application, site plan, and/or submittal options and requirements to the Planning Project Coordinator at 614-525-3904 or Planning@franklincountyohio.gov.**

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
 - a. Include all Property, Owner, Applicant, and Agent Information
 - i. Site address, Parcel ID, Acreage, Township, Zoning District
 - ii. Name(s) Address(es), Phone Number(s), Email Address(es)
 - b. Mark all checklist boxes on application form to confirm all required documents have been provided.
 - c. Describe the Variance requested and list the relevant section(s) of the Zoning Resolution
 - d. Provide a detailed description of the project
 - e. Provide detailed answers to the Variance questions 1 – 12.

2. **COMPLETED SITE PLAN**
 - a. Confirm ALL Site Plan requirements have been provided.
 - i. Refer to Plan checklist in application packet for general requirements.
 - ii. Requirements may vary depending on the proposed use and/or site conditions.
 - iii. Contact Planning Project Coordinator to confirm site specific plan requirements.
 - b. Missing items may cause the application to be rejected until the required information is provided and confirmed by Staff. (Refer to checklist in application)

3. **APPLICATION SUBMITTAL**
 - a. Applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator.
 - b. Incomplete applications may be rejected and/or returned to the owner/applicant.
 - c. Complete applications must be received by noon on the 2nd Thursday of each month to be scheduled for the Board of Zoning Appeals (BZA) hearing on the 3rd Monday of the following month. Confirm with Planning Project Coordinator for monthly hearing schedules.

4. **TECHNICAL REVIEW COMMITTEE REFERRAL**
 - a. Applications must comply with applicable local and state requirements and regulations. These may include, but are not limited to, the Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, Franklin County Engineer requirements.
 - b. Referral agencies must confirm compliance with applicable regulations prior to approval.
 - c. Additional permits may be required from the Townships for access or from technical review agencies.



Property Information

Site Address: _____

Parcel ID: _____	Zoning District: _____
Lot Acreage: _____	Township: _____

Property Owner Information

Name: _____

Address: _____

Phone # _____	Fax # _____
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Email: _____

Applicant Information

Same as property owner

Name: _____

Address: _____

Phone # _____	Fax # _____
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Email: _____

Agent Information

Name: _____

Address: _____

Phone # _____	Fax # _____
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Email: _____

Staff Use Only

Case # VA- _____

Date Filed: _____

Received By: _____

Fee Paid: _____

Receipt Number: _____

Hearing Date: _____

Technical Review: _____

Zoning Compliance #: _____

Checklist

- Completed Application
- Fee Payment (*checks only*)
- Auditor's Map (8.5"x11")
- Site Map (*max 11"x17"*)
- Covenants and deed
- Notarized signatures
- Proof of water/wastewater supply
- Copy of denied Zoning Certificate
- Copy of denial letter

Water & Wastewater

Water Supply

- Public (Central)
- Private (On-site)
- Other

Wastewater Treatment

- Public (Central)
- Private (On-site)
- Other



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

Application for

Zoning Variance

Pursuant to Section 810
of the Zoning Resolution

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Variance(s) Requested:

Section:

Description:

Section:

Description:

Section:

Description:

Describe the project:

NOTE: To receive a variance, you must meet all the variance requirements in Section 810.04 of the Franklin County Zoning Resolution. Your answers to the following questions will help the Board of Zoning Appeals determine whether you meet the requirements for a variance. If you don't answer the questions, we will consider your application incomplete.

1. Are there special conditions or circumstances applying to the property involved that do not generally apply to other properties in the same zoning district.



Case# VA-

2. That a literal interpretation of the requirements of this Zoning Resolution would deprive the applicant of rights commonly enjoyed by other properties in the same Zoning District under the terms of the Zoning Resolution.

3. That the special conditions and circumstances, listed under question #1, do not result from any actions of the applicant.

4. That approving the variance requested will not grant the applicant any special privilege that is denied by this Zoning Resolution to other lands or structures in the same Zoning District.

5. Would granting the variance adversely affect the health or safety of persons residing or working in the vicinity of the proposed development, be materially detrimental to the public welfare, or injurious to private property or public improvements in the vicinity?

6. Can there be any beneficial use of the property without the variance?



Case# VA-

7. How substantial is the variance? (i.e. 10 feet vs. 100 feet - Required frontage vs. proposed)

8. Would the essential character of the neighborhood be substantially altered or would the adjoining properties suffer substantial harm as a result of the variance?

9. How would the variance adversely affect the delivery of governmental services? (e.g., water, sewer, garbage, fire, police - Verification from local authorities – i.e. fire might be required)

10. Did the applicant purchase the property with knowledge of the zoning restrictions?

11. Could the applicant's predicament feasibly be obtained through some method other than a variance?

12. Would the spirit and intent behind the zoning requirement be observed and would substantial justice be done by granting the variance?



Franklin County
Board of Commissioners

**ECONOMIC DEVELOPMENT
& PLANNING**

Application for
Zoning Variance
Pursuant to Section 810
of the Zoning Resolution
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Case# VA-

Affidavit **

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the County. I hereby certify that I have read and fully understand all the information required in this application form and all applicable requirements of the Franklin County Zoning Resolution. The affiant further acknowledges that a Certificate of Zoning Compliance may only be issued for an approved Variance within the period of one (1) year from the date of final approval by the Board of Zoning Appeals; if an approved Variance has not been used within one (1) year of its date of issuance, meaning there has not been active and substantial improvement to a property in accordance with a valid Variance, then the Variance shall expire and no work may commence or continue without either renewing the Variance or receiving a new Variance approval from the Board of Zoning Appeals in accordance with Section 810 of the Franklin County Zoning Resolution.

Applicant/Authorized Agent *

Date

Property Owner (signature must be notarized)

Date

Property Owner (signature must be notarized)

Date

***Agent must provide documentation that they are legally representing the property owner.**

****Approval does not invalidate any restrictions and/or covenants that are on the property.**

Applications may be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator. Forward any questions to the project coordinator at 614-525-3904 or Planning@franklincountyohio.gov.



Application Instructions

Please submit the following:

1. Application Form
Completed application form with notarized signatures
2. Fee - non refundable *Please refer to our most current fee schedule by visiting www.franklincountyohio.gov/edp
Checks only payable to *Franklin County Treasurer*
3. Covenants or deed restrictions
Provide a copy of your deed with any deed restrictions
You can access and print a copy by visiting: www.franklincountyohio.gov/recorder
4. Auditor's Tax Map
Provide a map showing the subject property and all land within 500 feet of the property.
You can access and print a copy of the map by visiting: www.franklincountyohio.gov/auditor
5. Site Map - Refer to Page 7
6. Proof of utility service
Provide proof from the provider of your water and wastewater services

Note: If centralized water and/or sewer services are provided by a private/public entity, you must provide a letter or current bill verifying that services are provided or access is available. If you're proposing an on-lot septic system or well, please provide information from the Franklin County Board of Health (or appropriate agency).





Site Plan Requirements

- The site plan must be prepared by a design professional (i.e. registered surveyor, engineer and/or architect) and include all items required under Sections 705.022 and 810.022 of the Franklin County Zoning Resolution
 - *Site plans which are incomplete and/or not drawn to scale will not be accepted.*
- Two (2) copies - minimum size of 8.5"x11" paper, maximum size of 11"x17" paper **Larger size copies are acceptable in addition to the min./max. sizes required*
- North arrow and appropriate scale (i.e. 1 inch = 20 feet)
- Property lines, with the exact dimensions of the lot labeled
- Street right-of-way boundaries including street centerline
- The exact dimensions and location of all existing buildings (principal and accessory), structures (decks, patios, pools, paved parking areas, courtyards, etc.) and driveways/access points, indicating setbacks of each from property lines with measurements/distances labeled
- The exact dimensions, height and location of all proposed buildings, structures, additions, or modifications to the property, indicating setbacks from property lines with measurements/distances labeled
- Landscaping details - provide the quantity, location, size and plant species (Ohio Native Non-Invasive Only) used
- All open space areas including calculations (percentage) of impervious vs. pervious surface
- Building elevations and/or architectural renderings
- Parking layout with required parking calculations provided
- Lighting details - location, type of fixture (illustration), height and strength (footcandles/lumens)
- Existing and intended uses of all buildings and structures
 - *If multiple uses are being conducted within one building, the site plan must reflect the area of the building being occupied by each individual use*
- All easements and above/below ground utilities
- Regulatory floodplain (Floodway and Floodway Fringe) and riparian setback boundaries, when applicable
- All existing and proposed above and below ground drainage and stormwater features
 - *Refer to the Franklin County Stormwater Drainage Manual*
- Site topography (two (2) ft. contour intervals)
- Details regarding the location, height, maintenance and screening for any existing or proposed trash dumpster
- Screening details - *Refer to Section 521 of the Franklin County Zoning Resolution*
- Provisions for water and sanitary services including the the exact location, dimensions and setbacks from property lines and structures of all private/public water and wastewater treatment facilities
 - *If public water and sewer services are provided, proof of services must be submitted*
- All areas of disturbance, including grading, filling, clearing, excavating, etc.
- Erosion and sediment control plan
- All fence locations, indicating height and material(s) used
- Any other information with regard to the lot or neighboring lots which may be necessary to determine and provide for the enforcement of the Franklin County Zoning Resolution
 - *Please note that the requirements mentioned above, or portions of, may be waived by the Administrative Officer when, in his/her opinion, the applicant has satisfactorily demonstrated that all aspects relative to the above have been suitably addressed*