



**Prairie Township Zoning Office
Board of Zoning Appeals**
25 Maple Drive
Columbus, Ohio 43228
(614) 878-3317 ext 103
(614) 878-0566 Fax
www.prairietownship.org

BZA USE ONLY
APPLICATION NO. _____
FEE RECEIPT NO. _____
RECEIVED BY _____

VARIANCE / APPEAL PERMIT

1. General Information:

Name of Owner (and Lessee, if applicable): _____

Mailing Address: _____

Home Phone: _____ Business/Other Phone: _____

Name, address and phone number of applicant (if other than owner):

Location Description: Subdivision Name: _____

Street Name: _____

Section: _____ Township: _____ Range: _____

Parcel ID#: _____ Other Designation: _____

Lot Number: _____ (If not a platted subdivision, attach a legal description)

2. Nature of Appeal:

The undersigned requests review of the decision by the Zoning Inspector of Application for Zoning Permit No. _____, denied (issued) on _____. It is the applicant's contention That the following error was made in the determination of the Zoning Inspector:

3. Variance Request: (Applicable only if requesting variance from a specific section(s) of the Resolution)

Describe the nature of the variance, including the specific provisions of the Zoning Resolution upon which the variance is requested:

In addition, plans in triplicate and drawn to scale must accompany this application showing the following information:

- (a) The boundaries and dimension of the subject tract.
- (b) The size and location of existing proposed structures.
- (c) The proposed use of all parts of the subject tract, including structures, access ways, walks, off-street parking and loading spaces and landscaping.
- (d) The relationship of the requested variance to the District and Supplementary District.
- (e) The use of land and location of structures on adjacent property.

4. Notice to Nearby Property Owners:

Names and addresses of all owners of property within, contiguous to, and directly across the street from the area that is the subject of application, and such other persons who may have an interest in the proceeding, as may be designated as parties in interest by the BZA.

5. Justification of Variance (applicable only if requesting a variance from a specific section(s) of the Resolution):

In order for a variance to be granted, the applicant must prove to the Board of Zoning Appeals that the following items are true (submit a narrative statement demonstrating each item):

- (a) That such variance or modification will not be contrary to the public interest
- (b) That owing to special conditions, a literal enforcement of this Zoning Resolution will result in unnecessary hardship; and
- (c) That the approval of such variance or modification thereof is consistent with the spirit of the Zoning Resolution, and substantial justice will be done thereby.

When making its decision, the Board of Zoning Appeals is required to consider all relevant factors including, but not limited to, the following items (submit a narrative statement applying each of these factors to your particular request):

- (a) Special conditions and circumstances exist which are peculiar to the land, structure, or buildings involved which are not applicable to other lands, structures, or buildings in the same district.
- (b) A literal interpretation of the provisions of this Resolution would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Resolution
- (c) Special conditions and circumstances do not result from the actions of the applicant.
- (d) Granting the variance requested will not confer on the applicant the same effect as rezoning to another zoning district classification.

6. Fee:

The fee as prescribed in Section 360, Prairie Township Zoning Resolution, shall be submitted with the application. Fees are as follows: Single Family Dwelling - \$_____. Business and all others - \$_____.

7. Certification:

The undersigned hereby certify that the information contained in this application and its supplements is true and correct.

Date: _____

 Owner(s) Signature
 Lessee(s) Signature (if applicable)

 Applicant Signature (if applicable)

FOR OFFICIAL USE ONLY

Date Filed: _____ Fee Paid \$ _____ Fee Receipt No. _____

Date of Notice to Parties in Interest: _____

Date of Notice to Newspapers: _____

Planning Commission Recommendations (if applicable): _____

Other Recommendations: _____

Decision of Board of Zoning Appeals:

Approved: _____

Denied: _____

Other: _____

If approved, the following conditions and safeguards were prescribed: _____

If denied, reason for denial: _____

PRAIRIE TOWNSHIP BOARD OF ZONING APPEALS

PRAIRIE TOWNSHIP ZONING OFFICE

25 MAPLE DRIVE

COLUMBUS, OHIO 43228

CHAIRMAN

PHONE (614) 878-3317 EXT 103

DATE



Prairie Township Zoning Office

25 Maple Drive
Columbus, Ohio 43228

(614) 878-3317 ext 103

(614) 878-0566 Fax

www.prairietownship.org

SUBMISSION REQUIREMENTS – VARIANCE APPLICATION

The Prairie Township Board of Zoning Appeals regular scheduled meeting is the second Tuesday of each month at 7:00 p.m.

Submission Requirements:

In order for your Variance Application to be processed and placed on the Prairie Township Board of Zoning Appeals agenda, you must submit the following material and have it reviewed by the Zoning Office. **Applications are not complete unless all of the items listed below are submitted along with the completed application.**

1. Application Form Completed
2. Plot plan drawn to scale indicating north arrow on drawing. Drawing needs to provide all information mentioned on this form. (You must submit 9 copies of any large plats).
3. Lot dimensions and boundary lines including total square footage of principal and all accessory buildings. Include setbacks from all property lines.
4. Indicate size of any and all proposed structures. Include setbacks from all property lines.
5. All road and alley right-of-way measurements, including any and all utility easements, and indicating any and all changes or modifications. Approved by appropriate road authority.
6. Names and addresses of all owners of property within, contiguous to, and directly across the street from the area that is the subject of application, and such other persons who may have an interest in the proceeding, as may be designated as parties in interest by the BZA.
7. Written statement describing the nature of the request. Give details and evaluate the impact upon adjoining properties.
8. All applicable fees. Single family dwelling \$_____. Business and all other \$_____.

Commercial Districts must provide additional information as follows. Copies of Sections, which are applicable, will be provided.

1. Parking lot requirements set forth in Article 11. (Copies will be provided). A detailed parking plan showing number of spaces and dimensions, drainage plans (blue prints to be approved, checklist will be provided) traffic patterns approved by Prairie Township Fire Prevention Officer 878-4124.
2. Landscaping and screening plans to meet all requirements set forth in Article 10. (Copies will be provided).
3. Signage must meet requirements set forth in Article 12. (Copies will be provided).