



# Warren County Zoning Department

406 Justice Drive, Room 167 Lebanon, Ohio 45036

wczoning@warrencountyohio.gov

Application # \_\_\_\_\_

Eff. 2-13-25

## Application for Variance

(1) Applicant Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

(2) Owner (s) Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

3) Property location / Address: \_\_\_\_\_

Sidwell / Parcel Id \_\_\_\_\_ Township: \_\_\_\_\_

4) Reason for Application: \_\_\_\_\_

5) Property Description: Total Acreage: \_\_\_\_\_ Public Road Frontage (feet): \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Wastewater disposal: \_\_\_\_\_ Water supply: \_\_\_\_\_

6) Section (Warren County Zoning Code) requested variance \_\_\_\_\_

7) Abbreviated Application Requirements (See Section 1.303.3):

The property owner must be present at the hearing to present case themself or with the assistance of an attorney.

The owner must complete the attached Temporary License/Right of Entry (Page 4).

Legal description / Deed (obtain in Recorder's Office 406 Justice Drive, Rm 237, or log onto warrencountyrecorder.warrencountyohio.gov)

1 digital copy of the Site Plan (At a scale/size specified by Zoning Inspector) with vicinity & North arrow

Locations of proposed and existing easements.

Location of natural features (i.e. ponds, waterways, wetlands, trees six-inch diameter or larger, etc.)

Location of gas, electric, phone, etc.

Additional information may be required by the zoning inspector if necessary

Applicant has attended the required pre-submittal meeting with the Zoning Inspector and a Staff Planner prior to submitting this application. Date of meeting: \_\_\_\_\_; Persons in attendance: \_\_\_\_\_.

Owners Name(s): \_\_\_\_\_

Owner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant(s) Name(s): \_\_\_\_\_

Applicant(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**TEMPORARY LICENSE/RIGHT OF ENTRY FOR POSTING SIGN**

(to be completed and signed by all Owner(s) of record)

In accordance with Section 1.307.7, a sign stating the public process for this specific property shall be posted on the property subject to Variance, accordingly, all Owner(s) do hereby grant to Warren County and its employees or agents a temporary license/right of entry onto the subject property to place and maintain a sign as required in Section 1.307.7 of the Warren County Rural Zoning Code. The duration of this temporary license/right of entry is from the date of execution of the Application for Variance until the sign is removed by Warren County or its employees or agents on or immediately after the date the final public hearing is closed by the Approving Authority.

**SIGNED BY:**

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner (please print)

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner (please print)

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner (please print)



**SEC 1.307 VARIANCE APPLICATION:**

- 1.307.1 Purpose:** Variance is provided as a type of application for appeal to the Board of Zoning Appeals (BZA) by which a property owner may be granted relief or release from a dimensional and/or numeric requirement of this Zoning Code.
- 1.307.2 Appropriateness:** Applying for variance is inappropriate for any of the following:
- (A) Use variances;
  - (B) Development within a PUD;
  - (C) Changes to the development density of a property; and,
  - (D) Before a zoning permit has been denied by the Zoning Inspector.
- 1.307.3 Application Requirements:** The required application form and information to accompany the request for variance shall satisfy the requirements of Section 1.303.3 or as determined by the Zoning Inspector.
- 1.307.4 Application Processing:** The procedure by which the application in request of variance approval shall be submitted, reviewed, and processed is as follows:
- (A) Pre-submittal consultation with the Zoning Inspector;
  - (B) Formal submittal to, and processing by, the Zoning Inspector (as specified per Section 1.303.5 (B));
  - (C) Review comments from involved authorities and surrounding property owners;
  - (D) Review and decision by the BZA or any appeal; and
  - (E) **Case File Record:** Application files maintained by the Zoning Inspector shall contain all written information submitted, reference the location of audio recording of the proceedings, and include written meeting minutes and findings of fact. The application file is numbered by the year in which the application was reviewed and consecutive to other applications within the same year. The resolution of the Approving Authority in decision on the plan is placed in the case file and provided to the applicant. The decision resolution on the plan by the BZA is placed in the case file and provided to the applicant.
- 1.307.5 Review Criteria:** The BZA shall not authorize approval of variance(s) unless the Board documents Findings of Fact based on the evidence presented upon appeal. The standards for granting such variance from the terms of the Zoning Code to be considered are as follows:

- (A) That granting a variance will not be contrary to the public interest;
- (B) Where, owing to special conditions, a literal enforcement of the resolution will result in an unnecessary hardship;
- (C) That the spirit of the zoning resolution will be observed if a variance is granted; and,
- (D) Substantial justice will be done if a variance is granted.

**1.307.6 Applicable Requirements and Provisions Following Variance Approval:**

- (A) **Permits or Approvals from Other Involved Authorities:** The applicant is responsible for obtaining all necessary permits.
- (B) **Development and Maintenance Per The Approved Variance(s):** It is the responsibility of the property owner to develop, improve, operate, and maintain the site, including the buildings, structures, and all elements in accordance with the approved conditions and restrictions.
- (C) **Modification of the Approved Variance(s):** Modification of the approved variance(s) requires re-application to the BZA.

**1.307.7 Public Notification:** The Zoning Inspector shall post a sign stating the public process and where to get additional information.

Written notice of the hearing shall be mailed by the Approving Authority, by first class mail, at least ten days before the date of the hearing to all owners of property within five hundred (500) feet from the parcel lines of each property that is the subject of the hearing, to the addresses of the owners appearing on the County Auditor's current tax list. The failure of delivery of the written notice SHALL NOT delay or postpone any such hearing, and shall not invalidate any action taken at such hearing.