



VILLAGE OF MONROEVILLE  
2 SOUTH MAIN STREET  
MONROEVILLE, OH 44847  
Ph:(419) 465-2922 Fax:(419) 465-2259

Form # \_\_\_\_\_

Case # \_\_\_\_\_

Original to: Zoning Inspector, Variance file

Copy to: Applicant

Date filed \_\_\_\_\_

**REQUEST FOR A VARIANCE**

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROPERTY OWNER (if different from applicant) \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS (if different from applicant) \_\_\_\_\_

**I hereby request a variance for the following premises:**

Address \_\_\_\_\_

Section \_\_\_\_\_ Lot \_\_\_\_\_

Zoning Classification \_\_\_\_\_

DESCRIPTION OF PROJECT \_\_\_\_\_

**NOTICE OF THIS REQUEST HAS BEEN FILED WITH THE VILLAGE OF MONROEVILLE'S ZONING INSPECTOR:**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Inspector

Individuals, firms or corporations owning property adjacent to or contiguous with the premises for the above referenced project have been duly notified of this variance request.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
BZA Clerk

**VARIANCE HAS BEEN ( ) GRANTED ( ) DENIED**

\_\_\_\_\_  
BZA Chairman Date

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Application and Standards for Variances

Except as otherwise permitted in Zoning Ordinance 2006-34, a variance from the terms of the Zoning Ordinance shall not be granted by the Board of Zoning Appeals unless and until a written application for a variance is submitted to the Zoning Inspector and the Board of Zoning Appeals. The application, at a minimum, shall include the following:

1. Proof of ownership, legal interest, or written authority
2. Description of property or portion thereof \_\_\_\_\_  
\_\_\_\_\_
3. Description of nature of variance requested \_\_\_\_\_  
\_\_\_\_\_
4. Site plans, floor plans, elevations, and any other drawings at a reasonable scale to convey the need for a variance.
5. Any other documentation deemed necessary by the Zoning Inspector.
6. A narrative statement establishing and substantiating the justification for the variance

Please use an additional sheet to provide appropriate information if necessary