

**CITY OF BEAVERCREEK BOARD OF ZONING APPEALS  
SPECIAL INSTRUCTIONS TO APPLICANT  
VARIANCE REQUEST**

The applicant is urged to discuss with the City Zoning Administrator the nature and legal limits of such a request under the Zoning Ordinance prior to submittal of Variance Application.

Upon staff approval to proceed, the applicant should forward the following information to:

City of Beavercreek Board of Zoning Appeals  
c/o Zoning Administrator  
1368 Research Park Drive  
Beavercreek, Ohio 45432

1. One original and nine copies of the complete application for Variance Request.
2. Ten copies of a vicinity map of the area designating the site involved.
3. Ten copies of a site plan of the site involved, drawn to standard engineers scale of 1" = 20 feet, 1" = 30 feet, or 1" = 40 feet. The site plan can be a single line drawing and must show lot dimensions, building location and dimensions, and setbacks from lot lines. The applicant must also indicate on site plan location all of the applicable items listed below.
  - Location of right-of-way.
  - Location and size of existing buildings and accessory structures.
  - Location of stormwater and sanitary sewers.
  - Location of water/well.
  - Location of septic tank/leach bed.
  - Location of gas lines
  - Location of other utilities.
  - Location of drainage and utility easements.
  - Location of property lines involved (multiple parcels if affected).
  - Location of any other on-site landmarks affected by the Variance Request.
  - Location of regulatory floodplain if any portion of the parcel is located within a floodplain.
4. Any other plans, brochures, pamphlets, or applicable material relating directly to the case.

5. Ten copies of the Justification of Variance: In order for the Board of Zoning Appeals to fully consider all aspects of a request for variance, the applicant should provide in writing any information, reasons, or justification that will allow the Board to agree with the following statements (a through h). (PLEASE ATTACH THESE COMMENTS ON A SEPARATE SHEET)
- There exist conditions and/or circumstances relating to the property that would create practical difficulties for the property owner if strict conformance to the requirements of the Zoning Code were required.
  - The variance to be granted is the minimum variance possible and other alternatives for resolving the conflict between the applicant=s plan and the requirements of the Zoning Code are impractical or infeasible.
  - The granting of the variance will be in harmony with the general spirit, intent and purpose of this Zoning Code.
  - The granting of the variance will not be injurious to surrounding properties and the general neighborhood or be otherwise detrimental to the public welfare.
  - The granting of the variance will not result in a deleterious change in the character of the community.
  - The granting of the variance will not infringe upon the rights and quiet enjoyment of adjacent property owners and will not diminish property values, endanger the public safety, or create a public nuisance.
  - The granting of the variance is for a compelling reason and not simply because the applicant=s plans conflict with Zoning Code requirements when reasonable alternatives are available.
  - The granting of the variance is not solely for economic benefit to the applicant.
6. Three copies of the list of names, addresses of property owners within 500 feet of the site must accompany each application. These must be acquired from the Greene County Auditor's Office [www.co.greene.oh.us](http://www.co.greene.oh.us).

7. A check for \$100.00 made payable to the City of Beavercreek.
8. Upon completion of the application for the Beavercreek Board of Zoning Appeals, you will be notified in writing when the hearing date of your application is scheduled. Failure of applicant to attend the Public Hearing may result in a delay of a decision or cancellation of the case.
9. Applicant may withdraw his application during any stage of its processing by giving written notice to the Beavercreek Board of Zoning Appeals, however, the application fee is non-refundable.

Cut-off date for submission of application:

Meeting date: \_\_\_\_\_

Cut-off date: \_\_\_\_\_

**APPLICATION FOR VARIANCE**  
**Board of Zoning Appeals**  
**Beavercreek, Ohio**

Application No. \_\_\_\_\_

Variance Address \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number, Home \_\_\_\_\_ Business \_\_\_\_\_

1. Location Description, Subdivision Name \_\_\_\_\_

Section No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Book \_\_\_\_\_

Page \_\_\_\_\_ Parcel \_\_\_\_\_

2. Zoning District: \_\_\_\_\_

Nature of Variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In addition, 10 copies of the site plan drawn to scale must accompany this application showing dimensions and shape of the lot, size and locations of existing buildings, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the lot in question. See the attached ASpecial Instructions to Applicant@ for a complete list of application requirements.

I certify that the information contained in this application and its supplements is true and correct.

Date: \_\_\_\_\_

Applicant

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For Official Use Only

Date Filed \_\_\_\_\_ Fee Paid \_\_\_\_\_ Received by \_\_\_\_\_