

APPLICATION FOR VARIANCE
BOARD OF APPEALS (ZONING)
City of Sylvania

Applicant's Name _____

Mailing Address _____

Telephone Number _____

1. Property Address _____

2. Legal Description _____

3. Zoning Classification _____

4. Describe briefly the nature of the Variance requested: _____

Information to accompany application:

1. Site or Plot Plan - Survey required for Side and Rear Yard Variances
2. Letter of Intent Outlining Special Conditions
3. Filing Fee of \$50.00

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

Applicant's Signature

Date

PROCEDURE
APPLYING FOR A VARIANCE
BOARD OF APPEALS (ZONING)

1. Applicant completes an Application for Zoning Permit.
2. A plot plan showing all lot lines, distance of building from the lot lines, a north arrow, and/or a detailed drawing of proposed signs should accompany the application. A survey drawing is required for Variance request for front, side, and rear yards. The application is stamped "rejected" by the Zoning Administrator.
3. Applicant submits a written request to appear before the Board of Appeals, stating why the Variance or Exception is being requested and any conditions peculiar to the property that exist. The applicant pays \$50.00 filing fee.
4. The Board of Appeals Hearings are scheduled for the first Tuesday of the month, if a holiday falls on that date, the hearing will be canceled.
5. Notice of the hearing is published in the paper at least 15 days prior to the meeting.
6. The owners of property within, contiguous to and directly across the street from the parcel(s) which are the subject of the hearing are notified by first class mail not less than 12 days prior to the hearing.
7. If the Variance or Exception is granted, applicant then follows the usual permit procedure.