



CASE NO. BZA \_\_\_\_\_

Planning & Development

**CITY OF WESTERVILLE  
BOARD OF ZONING APPEALS**

**APPLICATION FOR TEMPORARY USE PERMIT**

1. ADDRESS OF PROPERTY FOR ZONING VARIANCE \_\_\_\_\_
2. COUNTY AUDITOR'S PARCEL NUMBER \_\_\_\_\_
3. PROPERTY OWNER: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
4. APPLICANT: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
5. CURRENT ZONING DISTRICT OF PROPERTY \_\_\_\_\_
6. CURRENT USE OF PROPERTY \_\_\_\_\_
7. PROPOSED USE OF PROPERTY \_\_\_\_\_
8. TYPE OF TEMPORARY USE REQUESTED \_\_\_\_\_

**PLEASE READ THE INSTRUCTIONS AND SUBMISSION REQUIREMENTS  
ON REVERSE SIDE BEFORE SIGNING.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

**Additional information required for processing this application include:**

1. Application Fee - \$40.00 as per the Fee Schedule adopted by City Council.
2. A current and accurate legal description of the property in question.
3. A statement pertaining to and explaining the request for the Temporary Use Permit and application. Include the time period for which the Temporary Use is requested.
4. A list of names and addresses of all property owners within, contiguous to and directly across the street(s) from the property for or on which such Temporary Use is requested.
5. Two (2) copies (full-size, folded), two (2) copies (folded, no larger than 11" x 17"), and one (1) digital copy of site plan of reasonable-scale showing:
  - a. Boundaries and dimensions of the lot and size and location of the proposed temporary structure and/or use.
  - b. The proposed use of all parts of the lot and structures.
  - c. The use of land and location of structures on adjacent property.
  - d. Proposed site access, parking and traffic generation.
  - e. Proposed utility service.
  - f. Proposed landscaping plan and impact on existing natural features.
6. Any additional information as may be required or requested by the Board of Zoning Appeals to review the application.

**NOTE:** The deadline for filing a Temporary Use Application is twenty-five (25) days prior to the Board of Zoning Appeals meeting at which the application is to be considered. Regular Board of Zoning Appeals meetings are held on the second (2nd) Thursday of each month at 6:30 P.M. in Council Chambers at 21 South State Street unless otherwise noted.