



**CITY OF WESTERVILLE
BOARD OF ZONING APPEALS**

APPLICATION FOR SIGN VARIANCE

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 _____

**PLEASE READ INSTRUCTIONS AND ADDITIONAL 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. Payment of application fee of \$175.00 as per Section 1181.04(c) of the Codified Ordinances and the Fee Schedule adopted by City Council.
2. An accurate legal description of the property.
3. The exact nature of the variance requested, including reference to the sign code standard from which applicant seeks deviation.
4. A statement explaining the relation of the requested variance(s) to the following criteria:
 - (a) Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without a variance;
 - (b) Whether the variance is substantial;
 - (c) Whether the character of the neighborhood would be adversely affected or whether adjoining properties would suffer an adverse impact as a result of the variance;
 - (d) Whether the variance would adversely affect the delivery of governmental services (e.g. water, sewer, garbage);
 - (e) Whether the property owner purchased the property with knowledge of the zoning restriction;
 - (f) Whether the property owner's predicament feasibly can be obviated through some method other than a variance; and
 - (g) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

(No single factor shall be considered a determinative factor, and the factors shall be weighed and balanced in determining whether a variance is warranted. The applicant shall bear the burden of proof that the criteria for a variance have been met and that application of the zoning requirement to the applicant's property would be inequitable).

5. A list of names and mailing addresses of all property owners within, contiguous to, and directly across the street(s) from the property for which a variance is being requested.
6. 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 and existing signage.
 - (b) The nature of the special conditions or circumstances.
 - (c) A completed sign permit application for each sign requiring a variance..
 - (d) A scale drawing of the sign showing dimensions, copy, colors, materials and construction/supports. If the proposed sign(s) is a wall or window sign, provide an elevation of the building facade including the sign.
7. Any additional information as may be required or requested by the Board of Zoning Appeals to review the application for variance, which may include but not be limited to utility or traffic considerations.
8. Provide a one paragraph summary which highlights the purpose and details of the proposal.

NOTE: The deadline for filing a Variance 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 Thursday of each month at 6:30 P.M. at 21 S. State Street in City Council Chambers, unless otherwise noted.