

CITY OF VERMILION, OHIO ❖ BUILDING DEPARTMENT ADMINISTRATIVE REVIEW / VARIANCE / APPEALS APPLICATION

ALL FILING REQUIREMENTS MUST BE COMPLETED and RETURNED to the
Building Department PRIORITY TO CONSIDERATION by the BOARD of ZONING APPEALS
DEADLINE for APPLICATIONS is 1st Week of Month

APPLICANT NAME _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____ PHONE:[] _____ - _____

EMAIL: _____

PROPERTY LOCATION: _____ PERM. PARCEL # _____

STATE THE NATURE AND PURPOSE OF THE VARIANCE/APPEALS BEING REQUESTED:

APPLICANT'S INTEREST IN PROPERTY:

OWNER *AGENT *PROSPECTIVE BUYER/AGENT /OTHER [EXPLAIN] _____

OWNER'S CONSENT: _____

*REQUIRES CO-SIGNATURE OF OWNER(S)

[SIGNATURE(S)]

[DATE]

CHECK HERE IF LOCATED IN HISTORIC DISTRICT: SEPARATE APPLICATION TO THE DESIGN REVIEW BOARD FOR THE HISTORIC DISTRICT IS REQUIRED PRIOR TO ISSUANCE OF A BUILDING PERMIT.

CHECK HERE FOR SIMULTANEOUS PLANNING COMMISSION REVIEW: SEPARATE APPLICATION, FEES, AND SITE DEVELOPMENT REVIEW PROCEDURES MAY BE NECESSARY PRIOR TO ISSUANCE OF A ZONING CERTIFICATE AND/OR OCCUPANCY PERMIT.

CHECK HERE IF ~FLOOD PLAIN~ REGULATIONS [COV 1460] APPLY: Y / N IF YES, ☑
 ...IS PROPOSED DEVELOPMENT SUBSTANTIAL [PER 1460.03(w)]? Y / N IF YES, ☑
 ...CONTACT CITY ENGINEER [440/204-2406 WEDNESDAYS @ CITY HALL], FOR FLOOD PLAIN DEVELOPMENT PERMIT.

FEDERAL [ARMY CORPS OF ENGINEERS], STATE [ODNR], COUNTY AND/OR LOCAL [PORT AUTHORITY] AGENCIES MAY HAVE JURISDICTION OVER ~SHORELINE~ PROJECT REVIEWS PRIOR TO ISSUANCE OF GRADING AND/OR CONSTRUCTION PERMITS. [REFER TO ODNR REGULATIONS; SEE ALSO COV 1282; APPEALS TO CITY COUNCIL]

▼▼ FOR OFFICE USE ONLY ▼▼

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ZONING DISTRICT	C.O.V. SECTION	CODE REQUIREMENT / COMMENTS	VARIANCE REQUESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FILING REQUIREMENTS

VARIANCE APPLICATION FILING PROCESS INCLUDES ALL OF THE FOLLOWING:

- [] 1. PAY NON-REFUNDABLE APPLICATION FEE. (EXCEPTION: FEE MAY BE REFUNDED IF BOARD OR CITY OFFICIAL DETERMINES VARIANCE IS UNNECESSARY.)
- [] 2. PROVIDE ALL REQUESTED INFORMATION COMPLETELY AND ACCURATELY IN MULTIPLE SETS OF SEVEN (7) COPIES AND SUBMIT TO THE BUILDING DEPARTMENT PRIOR TO ESTABLISHED DEADLINE FOR REGULARLY SCHEDULED MONTHLY MEETINGS:
 - [] A. SURVEY PLOT; PLAN DRAWN TO SCALE AND SHOWING LOCATION OF ALL BUILDINGS OR STRUCTURES ON APPLICANT'S OWN PROPERTY IN RELATIONSHIP TO THE PROPERTY LINE.
MAKE ALL MEASUREMENTS ACCURATE & PRECISE
- [] 3. VARIANCE REQUEST SIGN MUST BE POSTED AT THE PROPERTY IN A VISIBLE LOCATION EASILY SEEN FROM THE STREET.
- [] 4. APPLICANT OR DESIGNATED REPRESENTATIVE MUST BE PRESENT AT THE MEETING IN ORDER FOR ACTION TO BE TAKEN ON A VARIANCE APPLICATION. AN APPLICATION WILL REMAIN ON THE MEETING AGENDA FOR TWO (2) CONSECUTIVE MONTHS OR UNTIL ACTION IS VOTED UPON. IF APPLICANT OR DESIGNATED REPRESENTATIVE FAILS TO APPEAR BEFORE THE BOARD DURING THIS TIME FRAME, THE APPLICATION BECOMES VOID AND THE FILING PROCESS MUST BE REPEATED.

I HAVE READ AND WILL COMPLY WITH THE REQUIREMENTS STATED ABOVE. I UNDERSTAND THAT AN INCOMPLETE APPLICATION WILL NOT BE PLACED ON THE MEETING AGENDA, RESULTING IN POSSIBLE PROJECT DELAYS:

SIGNATURE OF APPLICANT

DATE

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## OFFICE USE ONLY

VARIANCE / APPEAL FEES:

- ◇ \$ 30 ZONING REVIEW FEE, WHEN APPLICABLE
- △ \$100 SINGLE-FAMILY DWELLING
- △ \$150 ALL OTHER

FEE RECEIVED BY: -----  
[INITIALS]

-----  
[DATE]

-----  
BUILDING INSPECTOR'S REVIEW / SIGNATURE

-----  
DATE

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APPLICANTS ARE ENCOURAGED TO NOTIFY ALL NEIGHBORING PROPERTY OWNERS WITHIN 100' AND INSIDE CITY LIMITS OF THE INTENT TO DEVIATE FROM DISTRICT BUILDING & ZONING CODES. USE THIS WORKSHEET TO COMPILE A LIST OF NAMES & ADDRESSES OF THOSE YOU'VE CONTACTED AND INFORMED ABOUT YOUR PROJECT:

NAME	NAME
ADDRESS	ADDRESS
PHONE # / DATE NOTIFIED	PHONE # / DATE NOTIFIED
NAME	NAME
ADDRESS	ADDRESS
PHONE # / DATE NOTIFIED	PHONE # / DATE NOTIFIED
NAME	NAME
ADDRESS	ADDRESS
PHONE # / DATE NOTIFIED	PHONE # / DATE NOTIFIED

RETURN THIS PAGE WITH APPLICATION & SUPPLEMENTAL DOCUMENTS
 ADDITIONAL COMMENTS WELCOME