



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

### City of Centerville Variance Application

100 West Spring Valley Road, Centerville, Ohio 45458  
Phone: (937) 433-7151 Fax: (937) 433-8221  
E-mail: [planning@centervilleohio.gov](mailto:planning@centervilleohio.gov)  
[www.centervilleohio.gov](http://www.centervilleohio.gov)

## 1. General Information

Applicants Name: \_\_\_\_\_  
Company/Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Existing Use: \_\_\_\_\_  
Auditors Parcel ID No.: \_\_\_\_\_ County: \_\_\_\_\_  
Please call (937) 433-7151 ext. 4760 to schedule an appointment or if you have any questions regarding this application.

## 2. Requested Variance(s)

- 1. UDO Section: \_\_\_\_\_ Standard: \_\_\_\_\_  
Requirement: \_\_\_\_\_  
Proposed Variance: \_\_\_\_\_
  
- 2. UDO Section: \_\_\_\_\_ Standard: \_\_\_\_\_  
Requirement: \_\_\_\_\_  
Proposed Variance: \_\_\_\_\_
  
- 3. UDO Section: \_\_\_\_\_ Standard: \_\_\_\_\_  
Requirement: \_\_\_\_\_  
Proposed Variance: \_\_\_\_\_

Departmental Use Only

DATE STAMP HERE	<p style="text-align: center;"><b>FEES</b></p> <p>Application Fee: _____</p> <p>TOTAL FEE: _____</p>	<p style="text-align: center;"><b>PUBLIC HEARING NOTICE POSTED</b></p> <p style="text-align: center;">_____ (date)</p>	<p style="text-align: center;"><b>DECISION RENDERED</b></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications <input type="checkbox"/> Denied</p> <p>Date: _____</p> <p style="text-align: center;">_____ Signature</p>
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### 3. Property Owner Information

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 4. Public Hearing

The petitioner shall provide a list of names and mailing addresses of all property owners within 500 feet of any part of the parcels of land in question as a part of the Petition in accordance with Article 5.17 of the Unified Development Ordinance

### 5. Applicant Signature

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other City regulations which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this zoning certificate as determined by the City Planner. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, that after my application has been submitted and reviewed by City staff, it may be necessary for the City to request additional information and clarification.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

## 5. Submittal Requirements

The following items are required for ALL applications unless otherwise noted. Each and every item is required at the time of application submittal. APPLICATIONS WITH MISSING ITEMS WILL NOT BE ACCEPTED. The City reserves the right to require additional plans and information as needed for any development proposal.

### 1. Basic Application for Zoning Certificate Review

This application form must be signed and completed. Original signatures or clear & legible copies are required.

### 2. Auditor's Parcel Map

Available at the Greene County Auditor's Office, 69 Greene St., Xenia – [www.co.greene.oh.us](http://www.co.greene.oh.us)  
Montgomery County Auditor's, Office 451 W. Third St., Dayton – [www.mcrealestate.org](http://www.mcrealestate.org)

### 3. Plans

- Site plans, floor plans elevations and other drawings necessary to convey the need for a variance.
- Twelve (12)** stapled and folded sets of full-sized plans for all other applications.
  - Fold plans to 9" x 12" maximum size. Plans should be on sheets no greater than 24" x 36".
  - Include north arrow, date prepared and scale.
  - Acceptable drawing scales are: 1" = 10', 20', or 40' for all site and engineering plans and 1/4", 3/16", or 1/8" = 1' for building elevation and floor plans. Other scales may be appropriate, but should be discussed with Planning Department staff before filing.
  - Include the name, phone number and e-mail address of the person preparing the plan(s). As appropriate or required, include the signature/stamp of any licensed architect, landscape architect, surveyor and/or civil engineer that prepared the final plans.
- One (1)** additional set in a reduced format with a paper size not to exceed 11" x 17".
- One (1)** additional set provided in .PDF digital format on a CD or DVD for any commercial, mixed-use, multi-family, or major subdivision project.

### 4. Standards for a Variance

- The applicant must provide narrative statements establishing and substantiating the justification for the variance pursuant to Section 5.17 D as stated below:
  1. The granting of the Variance shall be in harmony with the general purpose and intent of the regulations imposed by this ordinance on the district in which it is located, and shall not be injurious to the area or otherwise detrimental to the public welfare;
  2. The granting of the Variance will not permit the establishment of any use which is not otherwise permitted in the district;
  3. There must exist unique circumstances or conditions applicable to the land or buildings where strict application of this ordinance would deprive the applicant reasonable use of his property. Mere loss in monetary value shall not justify a Variance;
  4. There must be proof of hardship resulting from the strict application of this ordinance that was not created by the property owner. Economic gain or profit is not sufficient proof that a Variance should be granted;
  5. The granting of the Variance is necessary for the reasonable use of land or buildings and the variance as granted is the minimum Variance that will accomplish this purpose;
  6. The granting of the Variance will not infringe on the rights of neighboring property owners to use their property, diminish property values, endanger the public safety, or create a public nuisance; and
  7. The granting of the Variance will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same zoning district.

### 5. Property Owner Names and Mailing Addresses

- The applicant shall provide a list of names and mailing addresses for all property owners within 500 feet of any property line where the variance is proposed. This list shall be submitted as a hard copy and also in digital format. The mailing list may be on the same CD or DVD as the plans.
- The applicant shall provide a map showing all properties within 500 feet of any property line where the variance is proposed referencing the property owner list.

### 6. Fees (all fees are due at the time of application submittal)