

Village of Russells Point
Code Enforcement

Variance Application
Ordinance 843 section 1157.12

Fee _____ Control # _____ Date Received _____

Receipt # _____ Date Submitted _____ Hearing Date _____

Owner's Name _____

Address &
P.O. Box _____

City, State & Zip _____

Phone #
Best Time To Call _____

Applicant's Name
If Different Than Owner _____

Address &
P.O. Box _____

City, State & Zip _____

Phone #
Best Time To Call _____

Job Site Address _____

Parcel # (s) _____

Lot # (s) _____

Zoning District _____

Village of Russells Point
Code Enforcement

Variance Application Procedures

1. A completed Zoning Application must have been submitted and denied prior to submission of this Variance application.
2. A written description of the nature of the variance requested.
3. The owner, applicant or their representative shall be present at the hearing.
4. The Applicant must provide a written narrative statement demonstrating that the requested variance conforms to the following standards, identifying the response by the corresponding letter of the statement. (*See Page 3*)
 - A. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district. (*See Page 3*)
 - B. That a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance. (*See Page 3*)
 - C. That special conditions and circumstances do not result from the action of the applicant. (*See Page 3*)
 - D. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures or building in the same district. (*See Page 3*)
5. Property taxes on all parcels sited in this variance request must be paid and current before this application can be processed.

A Variance shall not be granted unless the Board of Zoning Appeals makes specific findings of fact based directly on the particular statement and/or evidence presented to it, which supports conclusions that the standards and conditions imposed by Section 1157.12 Subsections (a) (4) have been met by the Applicant.

Appeals of the Board decisions shall be made within **10 days** as specified in Section 1157.07.

A check payable to the Village of Russells Point For **\$200.00** is required. Fees, charges and all other required expenses are **NON-REFUNDABLE** .

The above are the requirements for processing the Variance Application.
The Zoning/Building Officer and/or the Board of Zoning Appeals may require other information as deemed necessary.

No action shall be taken on the Variance Application until the above requirements are met and all applicable fees, charges and expenses are received by the Village of Russells Point. Allow up to **30 days** from the date the application is received for the hearing to be set.

Village of Russells Point
Code Enforcement

Please provide a response to each statement.

- A. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.

Response: _____

- B. That a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.

Response: _____

- C. That special conditions and circumstances do not result from the action of the applicant.

Response: _____

- D. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures or building in the same district.

Response: _____

Signature

Date

Village of Russells Point
Code Enforcement

Variance Application Signatures

I/We attest to the exactness and truth of all information supplied with or on this Application.

Owners
Signature _____ Date _____

Applicants
Signature _____ Date _____

Allow thirty (30) days for processing

**Code Enforcement Officer
Variance Application Checklist**

Owner _____ Control # _____

- | | |
|--|-------|
| 1. A completed and denied Zoning Permit Application. | Y / N |
| 2. All required fees paid. | Y / N |
| 3. All property taxes paid. | Y / N |
| 4. A written description of the nature of the variance. | Y / N |
| 5. All questions completed in section # 4 of the variance application. | Y / N |
| 6. All additional information, if required supplied. | Y / N |
| 7. A signed and completed variance application. | Y / N |

Date and reason Variance Application was returned to applicant for additional or clarified information.

Joel Kranenburg _____ Date Submitted _____
Code Enforcement Officer