

HOW TO APPLY FOR A VARIANCE

Where a parcel of land may face hardship, or additional review is sought beyond that of City administration, the Board of Zoning Appeals may review a case for a variance. Piqua Board of Zoning Appeals will conduct a hearing and take final action at its regularly scheduled meeting, held on the fourth Tuesday of each month at 6:00 PM.

1. To have an item placed on the agenda, site plans and application materials may be submitted to piquapermits@piquaoh.gov no later than 5:00 P.M. four weeks prior to the scheduled meeting date. Please include following:
 - Completed application form with the name of person or persons requesting the Special Use, stating their legal interest in the property and names of all interested persons;
 - Site plan of the lot showing proposed use, drawn to accurate scale, showing all pertinent information pertaining to the Special Use Permit (including proposed date construction will be Completed);
 - \$150.00 Application Fee to be paid at time of submittal

2. All sign variances should include an elevation drawing of the proposed sign drawn to scale. Elevation drawings may be required for other variances if deemed necessary by the BZA administrator.

3. Upon receipt of the above referenced items, the BZA administrator will cause a resolution item requesting a zoning variance to be placed on the agenda of the next regularly scheduled Board of Zoning Appeals meeting. The Administrator will also notify adjacent property owners within 200 feet of the property where said variance is being requested, regarding the time and place of the public hearing to be held. Applicants are to make their case to describe the unusual circumstance leading to the request.

SUBMITTAL REQUIREMENT CHECKLIST

<input type="checkbox"/> Application	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Construction and Elevation Drawings (If applicable)	<input type="checkbox"/> \$150 (Cash or Check)
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Link to Payment Portal - https://swipesimple.com/links/lnk_b5f8e6e9

APPLICANT INFORMATION	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
First Last Name:		
Contact Person First Last Name:		
Mailing Address:		
Phone Number:	Email:	
Type of legal interest held by applicant:		

OWNER INFORMATION	
First Last Name:	
Mailing Address:	
Phone Number:	Email:

LOCATION DETAILS	
Street Address:	Parcel ID Number:
Existing Zoning District:	Existing Use:
Proposed Use:	

PROJECT INFORMATION - Attach additional page(s) if necessary.
Briefly describe the reason for the requested variance:

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title

SITE PLAN REQUIREMENTS

Many activities that require a permit require drawings to be submitted by professional architects, engineers, landscape architects, or surveyors, as necessary.

Some activities are minor in nature and will not require professional drawings. The Development Department will provide guidance on submittal requirements. The following provides a minimum standard for site plan submittal for commercial construction applications that are determined by staff to be minor in nature.

- 8 ½" x 11" Site Plan drawn to identifiable engineer or architect scale
- North arrow
- All property lines
- Adjacent streets, alley and sidewalks
- Exact location of all existing buildings, including attached garages, detached garages, decks, sunrooms, pools and sheds.
- All parking areas and driveways. Indicate surface material.
- The proposed structure (including signs) and the distance the structure will be from all property lines and other structures. "Existing" and "Proposed" structures should be marked as such.

