



Variance Permit Application

MUST BE FILLED OUT COMPLETELY – INCOMPLETE APPLICATIONS WILL BE RETURNED

<p><i>Land Development Code: Section 18</i> <i>"A variance is used to provide a property owner relief when a strict application of the zoning requirements would impose unusual practical difficulties or unnecessary physical hardship on the applicant because special conditions or practical difficulties exist."</i></p> <p>Practical difficulties and unnecessary hardship may result from:</p> <ul style="list-style-type: none"> ➤ The size, shape, and dimension of a site or location of existing structures ➤ From geographical, topographic or other considerations on the site or in the immediate vicinity 	<p style="text-align: center;">Official Use Only</p> <p>Date Received: _____ Received By: _____ Fee Collected: _____</p> <p>Application Conference: _____ Determination of Completeness: _____ Transmittal to Mayor: _____</p> <p>Notice Application: _____ Newspaper Publication: _____ Mailing to Property Owners: _____</p> <p>Open Recording Hearing: _____ Decision Date: _____ Decision/Comments: _____</p> <p>_____</p> <p>Date Sent to Applicant: _____</p>	<p style="text-align: center;">Appeal (if applicable)</p> <p>Appeal Date: _____ Closed record appeal to City Council Date: _____</p> <p>Decision Date: _____</p> <p>Appeal Decision: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Select one:

Commercial Residential

Checklist for a Variance Permit Application

- Fill out and submit the Variance Permit Application and Land Use Permit Application.
- Submit the required site plan drawing
- Submit any additional information, photographs, drawings or any other materials that will help us better understand your application
- Pay the required fees. Various fees and costs are required.

Describe the project and why a Variance is needed

I/we certify that I have read and understand the information on this application and affirm the information and documents provided is true and accurate to the best of my knowledge.

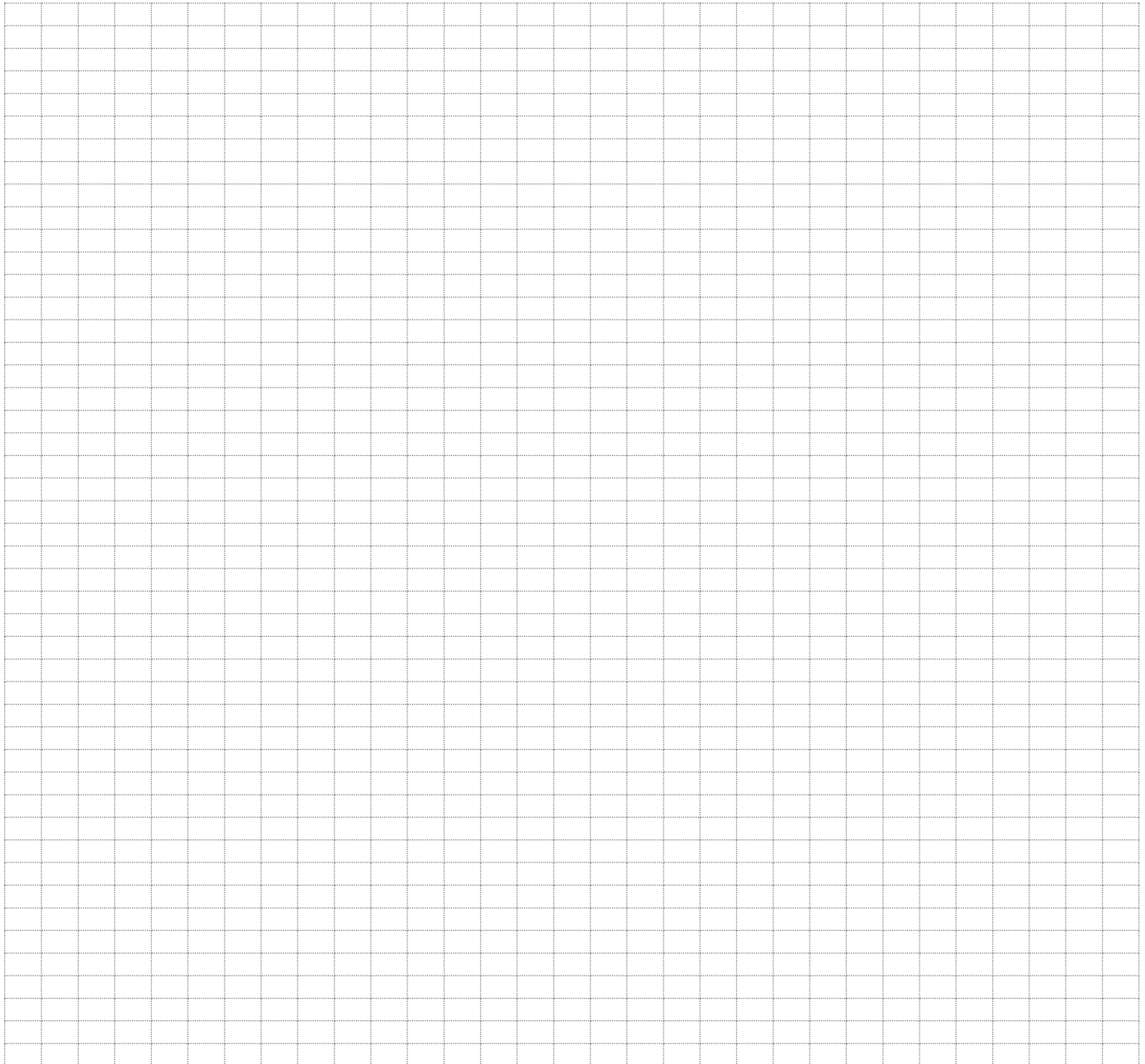
 Signature

 Date

Required Site Plan Drawing

INDICATE THE FOLLOWING INFORMATION; LABEL EXISTING AND/OR PROPOSED ON THE DRAWING; DRAW TO SCALE USING 1 SQUARE EQUAL TO NO MORE THAN 5 FEET.

- { } 1. Indicate North arrow
 - { } 2. ALL property lines/dimensions/setbacks (front, rear, side)
 - { } 3. Indicate ALL structures – existing & proposed – dimensions, distance from each other and lot line
 - { } 4. Indicate driveways, parking areas, paved/graveled surfaces
 - { } 5. Indicate any known critical areas on property (i.e. ravines, streams, creeks, slopes, banks etc.)
 - { } 6. Indicate all existing and proposed – water lines, well locations, sewer lines, sewage systems (tank & drain field), sewage system reserve area
- Grid square is: 5 feet:



I UNDERSTAND that any permit issued by The City of Toledo and/or Lewis County, consistent with the above site plan, are valid ONLY if construction is according to this plan and all other conditions of this permit are followed.

Signature of Applicant

Variance Permit Information

Permits are required in the city limits of Toledo. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure must obtain the required permits.

Applying for a permit

A Land Use Permit Application must be submitted with the Variance Permit Application, maps and any documents. Pay the required fees. Processing time for permits varies. It is recommended you submit your permit applications as early as possible to ensure you have an approved permit when you are ready to begin.

After submittal

Once all completed permit applications are submitted the City Council shall review the Variance Application, conduct a public hearing at least 15 days, but no more than 30 days after the Notice of Application is published, review written testimony to assure conformance with the requirements of the Land Development Code and City Ordinances.

Expiration

Permits are valid for 180 days (6 months) after date of issuance.

Required Criteria

No application for a variance shall be granted unless the City Council finds the following conditions are met:

- Variance does not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and district in which the property is located.
- Variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the property to provide it with rights and privileges permitted to other properties in the vicinity and zoning district in which the subject property is located.
- Granting of variance will not be materially detrimental to the public health, safety and welfare nor injurious to property or improvements in the vicinity and zoning district which the property is located.

Conditions

City Council may attach any conditions to the permit deemed necessary to mitigate any possible adverse impacts created by the proposed use. Guarantees and evidence may be required that such conditions will be and are being compiled with.