

**APPLICATION INSTRUCTIONS FOR VARIANCE
ROSS TOWNSHIP
BOARD OF ZONING APPEALS**

The applicant should forward the following information to:

Zoning Inspector
Ross Township
4740 Cherry Grove Rd
Jamestown OH 45335

1. Complete application for Variance, with six copies of each.
2. Attach a map of the area designating the site involved. Maps may be acquired at the Greene County Tax Map Office, 69 Greene Street, Xenia, Ohio, or <https://gis.greenecountyohio.gov/gims/>
3. A plot plan of the site involved. The plot map can be a single line drawing showing lot size and building locations on the lot/parcel.
4. Any other plans, brochures, pamphlets, or applicable material relating directly to the case.
5. A check made out to *Ross Township*
\$450 - Variance Application fee
6. Upon completion of the application for the Board of Zoning Appeals, you will be notified when the hearing date of your application is scheduled. Failure of applicant to attend will result in a delay of a decision or disapproval of the case.
7. Applicant may withdraw this application during any stage of its processing by giving written notice to the Zoning Inspector.

APPLICATION FOR VARIANCE
Ross Township Board of Zoning Appeals
4740 Cherry Grove Rd
Jamestown OH 45335

1. Name of Owner _____

Mailing Address _____

Phone Number _____

2. Name of Applicant* _____

Mailing Address _____

Phone Number _____

**If applicant is not the owner, written authorization to act on behalf of the owner is required*

3. Location of property in accordance to County Auditor's Property Plat Book Records:

Township _____ Book No. _____ Page _____

Parcel (s) _____

Subdivision Plat _____ Lot No. _____ (If not subdivision, attach legal description)

4. Nature of Variance Request: _____

5. Justification of Variance: (Please attach) In order for a variance to be granted, the applicant must prove to the Board of Zoning Appeals that the following items are true.

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.

b. That a literal interpretation of the provisions of this Resolution would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Resolution.

c. That special conditions and circumstances do not result from the actions of the applicant.

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

e. That an economic hardship, requesting a more intensive use of the property than would normally be permitted, is not the only nor the primary factor for requesting the variance.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND SUPPLEMENTS IS TRUE AND CORRECT.

Applicant

Date