



## BOARD of ZONING APPEALS

### *Application for a Zoning Variance*

Department of Community Development  
240 Columbus Ave Sandusky, Ohio 44870  
419.627.5891  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

### Instructions to Applicants

**MEETINGS:** 3<sup>rd</sup> Thursday of each month at 4:30 P.M.\* – City Commission Chamber, First Floor of City Hall.

*\*Meeting dates are subject to change. Please check [www.cityofsandusky.com/BZA](http://www.cityofsandusky.com/BZA) for an updated schedule.*

**DUE DATE FOR SUBMITTALS:** Applications are due by 5:00 P.M. on the date of the preceding month's Board of Zoning Appeals meeting.

**WHO MUST ATTEND:** The property owner, or the authorized agent of the owner, must be present at the BZA meeting for all variance requests.

**APPLICATION FEE:** \$100

**SUBMISSION REQUIREMENTS:** Please provide either a hard copy or electronic copy of the following:

- 1) Completed application
- 2) Copy of a site plan (drawn to scale and dimensioned) which shows the following items (as applicable):
  - a) Property boundary lines
  - b) Building(s) location
  - c) Driveway and parking area locations
  - d) Location of fences, walls, retaining walls
  - e) Proposed development (additions, fences, buildings, etc.)
  - f) Elevation drawings for height variances
  - g) Setbacks from lot lines for existing & proposed construction
  - h) Location of other pertinent items (signs, outdoor storage areas, gasoline pump islands, etc.)

**Please note that the granting of a variance is not a Building Permit. A separate Building Permit must be issued prior to all construction.**

Submit application and materials to:

City of Sandusky  
Department of Community Development  
240 Columbus Ave.  
Sandusky, OH 44870

Contact Alec Ochs, Assistant Planner, at 419-627-5973 or [aochs@ci.sandusky.oh.us](mailto:aochs@ci.sandusky.oh.us) with any questions.

## Application for Board of Zoning Appeals

### STAFF USE ONLY:

Filing Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Address of Property (or parcel number) for Variance Request: \_\_\_\_\_

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

Mailing Address of Property Owner: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

If same as above check here

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Proposal:

Variance Requested:

Section(s) of Zoning Code:

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

## **PRACTICAL DIFFICULTIES**

**(For ALL variance requests)**

According to Chapter 1111.06(c)(1) of the Sandusky Code of Ordinances, the Board of Zoning Appeals must determine that a “practical difficulty” exists in order to approve a variance. The Board must consider the following factors. Please completely fill out all sections:

- 1) Would the variance be substantial?
  
- 2) Would the variance substantially alter the character of the neighborhood or would adjoining property owners suffer a substantial detriment because of the variance?
  
- 3) Would the variance adversely affect the delivery of government services (e.g. water, sewer, fire, police)?
  
- 4) Was the property purchased with the knowledge of the zoning restrictions?
  
- 5) Can the property owner’s predicament be resolved through some method other than a variance?
  
- 6) Would the spirit and intent behind the zoning requirement would be observed and substantial justice done by the granting of the variance?
  
- 7) Would the property yield a reasonable return or can there be a beneficial use of the property without a variance?
  
- 8) Would the granting of the variance be contrary to the general purpose, intent and objective of the Zoning Code or other adopted plans of the City?

