



177 N. Center St.  
Versailles, OH 45380  
(937) 526-3294  
www.versaillesoh.com

## For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Receipt #:

Staff Initials:

Permit Number:

## Application for Variance, Appeal, or Conditional Use

1. An application for a variance, appeal, or conditional use is reviewed and considered by the Board of Zoning Appeals. The procedure and applicable regulations are established in the Village of Versailles Zoning Code.
2. In order for a variance to be granted, the applicant must provide to the Board of Zoning Appeals that the following items are true:
  - A. Special conditions exist peculiar to the land or building in question;
  - B. That a literal interpretation of the Zoning Regulations would deprive the applicant of right enjoyed by other property owners;
  - C. That the special conditions do not result from previous action of the applicant; and
  - D. That the requested variance is the minimum variance that will allow a reasonable use of the land or buildings.
3. Approval of a variance, appeal, or conditional use does not guarantee any other approvals (e.g., site plan or zoning permit reviews). The applicant shall be responsible for applying for any other necessary permits or reviews.

## Basic Information

Project Address:

Darke County Parcel Tax ID No.:

Existing Zoning District:

Describe the Existing Use of the Property:

What standard (with section references) are you requesting a variance, appeal, or conditional use for?

Why is a variance, appeal, or conditional use request being made for your project?

## Applicant Information

Applicant/Property Owner Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact E-Mail:

## Signature

I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. Furthermore, I certify that I am the property owner or a duly authorized agent of the property owner for this application. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent review applications.

Print Name:

Signature:

Date:

## Variance, Appeal, or Conditional Use – For Staff Use Only

The signature below authorizes only the work that was approved as part of this application

Signature

Decision: ☐ Approved ☐ Denied

Date of Approval/Denial:

Date of Notice to Parties in Interest:

Date of Public Hearing:

Applicable Code Section:

Date of Notice Publication:

If approved, the following conditions and safeguards were prescribed:

If denied, reason for denial:

## Variance Application Requirement Checklist

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A scaled site plan or drawing, as applicable, showing the location and dimensions of all existing and proposed driveways, sidewalks, buildings, and other structures. Such plan or drawing shall highlight the dimension where the applicant is seeking relief and the proposed dimension(s) to be used.