



CASE NO. PC \_\_\_\_\_

Planning & Development

**CITY OF WESTERVILLE  
PLANNING COMMISSION**

**APPLICATION FOR PARKING VARIANCE  
IN THE UPTOWN DISTRICT**

1. ADDRESS OF PROPERTY FOR PARKING VARIANCE \_\_\_\_\_
2. COUNTY AUDITOR'S PARCEL NUMBER \_\_\_\_\_
3. PROPERTY OWNER:   NAME \_\_\_\_\_  
                                  ADDRESS \_\_\_\_\_  
                                  CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
                                  TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
4. APPLICANT:           NAME \_\_\_\_\_  
                                  ADDRESS \_\_\_\_\_  
                                  CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
                                  TELEPHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
5. CURRENT ZONING DISTRICT OF PROPERTY   UD, UPTOWN DISTRICT
6. CURRENT USE OF PROPERTY \_\_\_\_\_
7. PROPOSED USE OF PROPERTY \_\_\_\_\_

**PLEASE READ THE INSTRUCTIONS AND SUBMISSION REQUIREMENTS  
ON REVERSE SIDE BEFORE SIGNING.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

**Additional information required for processing this application includes:**

1. Payment of application fee of \$175.00 as per Section 1113.02(b) of the Codified Ordinances and the Fee Schedule adopted by City Council.
2. An accurate legal description of the property.
3. The exact nature of the variance requested, including reference to the development standard from which applicant seeks deviation.
4. A statement explaining the relation of the requested variance(s) to the following criteria:
  - (a) Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without a variance;
  - (b) Whether the variance is substantial;
  - (c) Whether the character of the neighborhood would be adversely affected or whether adjoining properties would suffer an adverse impact as a result of the variance;
  - (d) Whether the variance would adversely affect the delivery of governmental services (e.g. water, sewer, garbage);
  - (e) Whether the property owner purchased the property with knowledge of the zoning restriction;
  - (f) Whether the property owner's predicament feasibly can be obviated through some method other than a variance; and
  - (g) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

(No single factor shall be considered a determinative factor, and the factors shall be weighed and balanced in determining whether a variance is warranted. The applicant shall bear the burden of proof that the criteria for a variance have been met and that application of the zoning requirement to the applicant's property would be inequitable).

5. A list of names and mailing addresses of all property owners within, contiguous to, and directly across the street(s) from the property for which a variance is being requested.
6. Two (2) copies (full-size, folded), two (2) copies (folded, no larger than 11" x 17"), and one (1) digital copy of site plan of reasonable-scale showing:
  - (a) Boundaries and dimensions of the lot, the size and location of the proposed and existing structures, and a tree spot.
  - (b) The nature of the special conditions or circumstances.
  - (c) The proposed use of all parts of the lot and structures.
  - (d) The use of land and location of structures on adjacent property.
7. Any additional information as may be required or requested by the Planning Commission to review the application for variance.
8. Provide a one paragraph summary which highlights the purpose and details of the proposal.

**NOTE:** Regular Planning Commission meetings are held on the fourth (4<sup>th</sup>) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street, unless otherwise noted. Applications must be filed at least two days before the previous month's meeting date (approximately 30 days in advance).