



**City of Englewood**  
333 West National Road  
Englewood, Ohio 45322  
(937) 836-5106; FAX (937) 836-7426



**VARIANCE APPLICATION**

**Fee: \$100.00**

**Case #** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_ **PARCEL ID:** \_\_\_\_\_

**CURRENT USE:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

**NATURE OF VARIANCE REQUEST:** \_\_\_\_\_

**NAME OF APPLICANT(S):** \_\_\_\_\_

**Applicant is the:**    ☐ **current owner/landlord**    ☐ **purchaser**    ☐ **tenant**    ☐ **agent**

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**REQUIRED ADDITIONAL APPLICATION INFORMATION**

A site plan (plot plan) and building elevation is required by the Administrative Board for Planning and Zoning Appeals (Planning Commission) to evaluate the issues involved in a variance application. Such a plan must include the boundaries of the zoning lot involved, show and differentiate between existing and proposed buildings and uses, and be drawn to scale at a size allowing a through examination of all the features presented.

The applicant(s) must attach a narrative explaining which special circumstances justify requested variance. Other evidence might be provided in the form of photographs or models for instance.

**Attendance at the Planning Commission meeting scheduled to hear the variance application is required by the applicant(s) or their representative.**

Seven (7) copies of this application for a variance, along with seven (7) copies of supporting documentation, must be submitted pursuant to provision contained within the Englewood Planning and Zoning Code, specifically Chapter 1242. This application, along with supporting site and building plans, other documentation that may be attached hereto, and such material as may be introduced at the Planning Commission hearing on this subject will constitute the entire official record regarding this case.

Variances, when granted, become null and void if not used within twelve (12) months from the date of granting. Approval of a variance does not authorize construction, use or occupancy without the issuance of appropriate permits.

The undersigned attests to having read this application form, and having determined from applicable Zoning Code sections what circumstances justify the granting of a variance. The undersigned, further, attests to the truth and accuracy of the statements and materials contained in this application and supporting materials, to the extent of personal knowledge about such matters.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date