



**BOARD OF ZONING AND BUILDING
APPEALS APPLICATION**
PUBLIC SERVICE & BUILDING DEPARTMENT

CITY OF WHITEHALL
360 S. Yearling Road
Whitehall, Ohio 43213
614-237-8612
Building-Department@whitehall-oh.us
www.whitehall-oh.us

Duties of and application requirements for the Board of Zoning and Building Appeals are outlined in Whitehall Codified Ordinances Section 151. Please use this application to apply for:

- Lot splits less than 1 acre
- Similar Use Permit
- Variances from the zoning code
- Appeals

APPLICATION CHECKLIST

- ☐ Application with all completed attachments must be submitted digitally to Building-Department@whitehall-oh.us. An application must be submitted twenty (20) days prior to the Board of Zoning and Building Appeals Meeting.
- ☐ If the project has been previously denied, please provide a copy of the denied Certificate of Zoning and statement of reason for the denial.

For Similar Use Permit, Variance, and Lot Split Applications: The Application must include the following:

- ☐ A legal description of the property. If this is a metes and bounds description, the applicant must provide, at their own cost, a statement and a plot plan from a duly licensed surveyor or a licensed professional civil engineer verifying the correctness of the description and plot plan.
- ☐ The proposed use of the property.
- ☐ A statement of the necessity or desirability of the proposed use to the neighborhood or community.
- ☐ A statement of the relationship of the proposed use to adjacent property and land use.
- ☐ The relationship of the proposed development to the Development Standards of the City as expressed by the Zoning Ordinances and the Master Plan. Please include details to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes and vibration.
- ☐ Plot Plan with the following information:
 1. The boundaries and dimensions of the lot or lots involved.
 2. The nature of the special conditions or circumstances giving rise to this application.
 3. The size and location of existing and/or proposed structures.
 4. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces, and landscaping.
 5. The location of structures on adjacent property.

- ☐ Any additional information regarding the property, proposed use, or surrounding area, such as photographs, that would be beneficial in presenting the case.

List any other supporting documents or exhibits which accompany this application (photographs, pamphlets, etc.)

- ☐ A Notary Public must attest to Applicant's signatures on the Affidavit Form on Page 7. For Similar Use Applications, Affidavit Form – Certify that the names and addresses, as submitted are current as of the first date of publication of the Public Hearing Notice (Section 105.5, Codified Ordinances). (Check with the Clerk of Council on the date to file Affidavit Form.)

*Note that the applicant will be responsible for the accuracy of all the information contained in the application. (Code Section 1129.02(h) and 1129.03.)

TIMELINE

STEP 1: Applications must be submitted digitally to Building-Department@whitehall-oh.us twenty days prior to the BZBA meeting. If the project has been previously denied, the application must be filed with the Chairman of the Board of Zoning and Building Appeals not more than twenty (20) days from the date such denial of the Certificate of Zoning is issued. The office files applications between the hours of 8:30 AM and 4:30 PM on weekdays. At the time the application is filed, there shall be deposited a fee based on the following scale. Fees can be paid by check or over the phone with a credit card. (Service fees do apply.)

VARIANCE:	\$80.00
SIGN VARIANCE:	\$75.00
FENCE VARIANCE:	\$50.00
LOT SPLIT:	\$50.00
ADMINISTRATIVE APPEAL:	\$80.00

STEP 2: The Board of Zoning and Building Appeals shall study the matter and within a reasonable time (Code Section 151.08 states that any matter referred to the Board of Zoning and Building Appeals shall be considered and final action taken within ninety days from the date of referral unless a longer time is authorized by mutual agreement between the applicant and the Board).

STEP 3: Written notice of the hearing will be published in a newspaper of general circulation in Franklin County, Ohio. For Similar Use Permit Applications, written notice of the hearing must be mailed at least ten (10) days before the date of the Public Hearing to the owners of property within and contiguous to the addresses of such owners, appearing on the County Auditor's current tax list or the Treasurer's Real Estate Tax Mailing list. No notice shall be required if there is filed with the application waivers from the property owners who are entitled to such notice.

STEP 4: The project can proceed with obtaining any required building permits from the Building and Zoning Department in accordance with the recommendations and approvals by the Board of Zoning and Building Appeals. These changes or construction must be fully completed within the period of one (1) year from the date of final approval by the Board of Zoning and Building Appeals, unless an extension of time is approved by the Board.

GENERAL INFORMATION:

- City Council meets on the first and third Tuesday of every month at 7:30 PM.
- The Board of Zoning and Building Appeals meets on the second Monday of every month at 6:30 PM.
- The entire procedure can be accomplished in 45 - 60 days or, worst case scenario, 90 days.
- Zoning Code Booklets are available from the Clerk of Council at the cost of \$42.00 per copy.

BOARD OF ZONING AND BUILDING APPEALS APPLICATION
PUBLIC SERVICE & BUILDING DEPARTMENT

PLEASE INDICATE ALL REQUESTS:

- ☐ LOT SPLIT LESS THAN 1 ACRE
☐ SIMILAR USE PERMIT
☐ VARIANCE FROM ZONING CODE
☐ APPEAL FROM ZONING CODE

NUMBER OF VARIANCES REQUESTED:

NUMBER OF APPEALS REQUESTED:

APPLICANT INFORMATION

APPLICANT:

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ADDRESS:

CITY:

STATE:

ZIP:

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PHONE:

E-MAIL:

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ATTORNEY FOR APPLICANT (IF ANY):

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ADDRESS

CITY:

STATE:

ZIP:

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PHONE:

E-MAIL:

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OWNERSHIP (IF DIFFERENT THAN APPLICANT)

NAME:

ADDRESS:

PERCENTAGE:

*If corporation, list names of all stockholders having more than 25% interest in the premises sought to be rezoned.

PROJECT DETAILS

PARCEL ID #:

PROJECT ADDRESS:

CITY:

STATE:

ZIP:

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NAME OF SUBDIVISION:

**NUMBER AND TYPE OF BUILDINGS CURRENTLY
ON THE PROPERTY (IF NONE, STATE "NONE"):**

CURRENT ZONING:

(PLEASE PROVIDE CODE SECTION)

**DOES THE PROJECT PROPERTY HAVE DEED
RESTRICTIONS?**

☐ YES

☐ NO

**IF YES, PLEASE PROVIDE THE DATE THE DEED
RESTRICTIONS HAVE/WILL EXPIRE(D):**

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PROPOSED USE OF THE PROPERTY IN DETAIL:

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NARRATIVE STATEMENT DESCRIBING THE WHAT IS BEING REQUESTED AND REASON FOR REQUEST:

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FOR LOT SPLIT

PARCEL ID #:

(PLEASE PROVIDE CODE SECTION)

--

FOR SIMILAR USE PERMIT

PROPOSED SIMILAR USE:

(PLEASE PROVIDE CODE SECTION)

--

FOR VARIANCE(S)

PROPOSED VARIANCE(S):

(PLEASE PROVIDE CODE SECTION)

PROPOSED VARIANCE 1:

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PROPOSED VARIANCE 2:

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PROPOSED VARIANCE 3:

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PROPOSED VARIANCE 4:

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PROPOSED VARIANCE 5:

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PROPOSED VARIANCE 6:

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PROPOSED VARIANCE 7:

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PROPOSED VARIANCE 8:

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PROPOSED VARIANCE 9:

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PROPOSED VARIANCE 10:

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*IF MORE VARIANCES ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

FOR APPEAL(S)

PROPOSED APPEAL(S):

(PLEASE PROVIDE CODE SECTION)

PROPOSED APPEAL 1:

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PROPOSED APPEAL 2:

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PROPOSED APPEAL 3:

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PROPOSED APPEAL 4:

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PROPOSED APPEAL 5:

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PROPOSED APPEAL 6:

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PROPOSED APPEAL 7:

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PROPOSED APPEAL 8:

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PROPOSED APPEAL 9:

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PROPOSED APPEAL 10:

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*IF MORE APPEALS ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

AUTHORIZATION

I do swear that the facts as appearing in the above Application for a Similar Use Permit, Appeal, Variance, and/or Lot Split are true and correct.

Owner or Lessee

STATE OF OHIO)
) ss.
FRANKLIN COUNTY)

Sworn to and subscribed in my presence by
this day of , 20 .

Notary Public



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STOP – OFFICE USE ONLY

APPLICATION NUMBER:	
CASE NUMBER:	
DATE APPLICATION RECEIVED:	
DATE FEE RECEIVED:	
BZBA DATE:	
BZBA RECOMMENDATION:	<input type="checkbox"/> FAVORABLE
*Please attach written report with reasons of denial or approval	<input type="checkbox"/> UNFAVORABLE