



CITY OF PICKERINGTON

APPLICATION FOR VARIANCE BOARD OF ZONING APPEALS

Project Address: _____

Current Use: _____ Current Zoning: _____ Area of Parcel: _____

Proposed Change or Improvement: _____

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____ Email: _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Please submit the following with this application:

- 15 copies of a plot plan showing dimensions and shape of the lot, the size and location of existing buildings, proposed new buildings or alterations and any natural or topographic peculiarities of the lot in question.
- A list of County parcel numbers, property owners and addresses of property within, contiguous to and directly across the street from the subject property. The Planning & Zoning Department will notify parties via certified mail at the applicant's expense.
- A letter of intent describing the justification for the variance. The Board of Zoning Appeals examines the following seven practical difficulties when deciding whether to grant a landowner an area variance:
 - Whether the property will yield a reasonable return or whether there can be a beneficial use of the property without the variance.
 - Whether the variance is substantial.
 - Whether the essential character of the neighborhood would be substantially altered or adjoining properties suffer a "substantial detriment."
 - Whether the variance would adversely affect the delivery of government services.
 - Whether the property owner purchased the property with knowledge of the zoning restriction.
 - Whether the problem can be solved by some manner other than the granting of a variance.
 - Whether the variance preserves the "spirit and intent" of the zoning requirement and whether "substantial justice" would be done by granting the variance.
- The appropriate fee payable to the City of Pickerington.

Important things to remember:

- **Plans must be folded; rolled plans will not be accepted.**
- The signature of both the applicant and the owner must be present if the applicant does not own the property.
- By signing this document you agree to the submittal requirements of the variance for which you are applying.



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2025 SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC HEARINGS FOR BOARD OF ZONING APPEALS

Submittal Deadline (3 weeks before BZA meeting)	BZA Public Hearing (4th Thursday of the month)
January 2	January 23
February 6	February 27
March 6	March 27
April 3	April 24
May 1	May 22
June 5	June 26
July 3	July 24
August 7	August 28
September 4	September 25
October 2	October 20
October 30	*November 17 (3 rd Thursday due to Thanksgiving)
November 27	*December 18 (3 rd Thursday due to Christmas)

*differs from normal schedule