



# 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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## 2026 SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC HEARINGS FOR BOARD OF ZONING APPEALS

<b>Submittal Deadline</b> (3 weeks before BZA meeting)	<b>BZA Public Hearing</b> (4th Thursday of the month)
January 1	January 22
February 5	February 26
March 5	March 26
April 3	April 23
May 7	May 28
June 4	June 25
July 2	July 23
August 6	August 27
September 3	September 24
October 1	October 22
October 29	*November 19 (3 <sup>rd</sup> Thursday due to Thanksgiving)
November 26	*December 17 (3 <sup>rd</sup> Thursday due to Christmas)

\*differs from normal schedule