



**CITY OF SANDUSKY**

PLANNING DEPARTMENT  
222 Meigs St., Sandusky, Ohio 44870  
Phone 419-627-5891

**APPLICATION FOR BOARD OF ZONING APPEALS**

**Address of Subject Property:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Property Owner Address:** \_\_\_\_\_

**Property Owner Phone:** \_\_\_\_\_

**Property Owner Email:** \_\_\_\_\_

**VARIANCE INFORMATION:**

**Section(s) of Zoning Code under which a variance is requested:**

\_\_\_\_\_

**Variance(s) Requested:**

\_\_\_\_\_

\_\_\_\_\_

**Description of Proposal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRACTICAL DIFFICULTIES (for ALL variance requests):**

According to Chapter 1111.06(c)(1) of the Sandusky Code of Ordinances, the Board of Zoning Appeals must determine that a “practical difficulty” exists in order to approve a variance. The Board must consider the following factors. Please completely fill out all sections:

1) Would the variance be substantial?

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2) Would the variance substantially alter the character of the neighborhood or would adjoining property owners suffer a substantial detriment because of the variance?

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3) Would the variance adversely affect the delivery of government services (e.g. water, sewer, fire, police)?

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4) Was the property purchased with the knowledge of the zoning restrictions?

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5) Can the property owner’s predicament be resolved through some method other than a variance?

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6) Would the spirit and intent behind the zoning requirement would be observed and substantial justice done by the granting of the variance?

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7) Would the property yield a reasonable return or can there be a beneficial use of the property without a variance?

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8) Would the granting of the variance be contrary to the general purpose, intent and objective of the Zoning Code or other adopted plans of the City?

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**UNNECESSARY HARDSHIP (for USE variance requests only):**

According to Chapter 1111.06(c)(2) of the Sandusky Code of Ordinances, the Board of Zoning Appeals must determine that an “unnecessary hardship” exists in order to approve a use variance. The Board must determine that ALL of the following conditions have been met. Please completely fill out all sections:

- 1) That the variance requested arises from such a condition which is unique and which is not ordinarily found in the same zoning district; and is created by the Zoning Code and not be an action or actions of the property owner or the applicant.

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- 2) That the granting of the variance will not adversely affect the rights of the adjacent property owners or residents.

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- 3) That the strict application of the Zoning Code of which the variance is requested will constitute unnecessary hardship upon the property owner or the applicant.

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- 4) That the variance desired will not adversely affect the public health, safety, morals or general welfare.

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- 5) That the granting of the variance desired will not be opposed to the general spirit and intent of the Zoning Ordinance

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**APPLICATION AUTHORIZATION:**

If this application is signed by an agent, authorization in writing from the legal owner is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

**PERMISSION TO ACT AS AUTHORIZED AGENT:**

As owner of \_\_\_\_\_ (municipal street address of property), I hereby authorize \_\_\_\_\_ to act on my behalf during the Board of Zoning Appeals approval process.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**REQUIRED SUBMITTALS:**

- 1) Application submitted either as hard copy or electronic copy
- 2) \$100 filing fee
- 3) Copy of a site plan (drawn to scale and dimensioned) which shows the following items (as applicable):
  - a) Property boundary lines
  - b) Building(s) location
  - c) Driveway and parking area locations
  - d) Location of fences, walls, retaining walls
  - e) Proposed development (additions, fences, buildings, etc.)
  - f) Elevation drawings for height variances
  - g) Setbacks from lot lines for existing & proposed construction
  - h) Location of other pertinent items (signs, outdoor storage areas, gasoline pump islands, etc.)

**STAFF USE ONLY:**

Date Application Accepted: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Date of Board of Zoning Appeals Meeting: \_\_\_\_\_