



5200 Springfield Street, Suite 100

Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 www.riversideoh.gov

Variance Application

PROJECT ADDRESS: _____ **Zoning District:** _____

Applicant _____

Owner _____

Applicant Address _____

Owner Address _____

City _____ State ____ Zip Code _____

City _____ State ____ Zip Code _____

Person to contact _____

Person to contact _____

Phone # _____

Phone # _____

Email _____

Email _____

Check if same as applicant information

**Please completely fill out the contact information for the owner if different than the applicant.*

Variance Application Type	
<input type="checkbox"/> Major Variance (Board Review)	<input type="checkbox"/> Minor Variance (Administrative Review)

Variance approvals expire 1 (one) year from the date of approval if work on the project has not begun. Applicants will be notified if there are deficiencies with the application, and how to correct it.

Read the statements below and sign to acknowledge agreement.

I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Engineer and/or the City Attorney to ensure that the requested item(s) for review of this application is compliant to the current zoning laws and policies of the City of Riverside. For any and all costs incurred in the review of this application, I acknowledge that the city of Riverside or any of the City's consultants listed above are my responsibility to reimburse.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

Owner Signature: _____ **Date** _____

Applicant Signature: _____ **Date** _____

OFFICIAL USE ONLY

Permit No. _____

Approved _____ Date _____

Intake Staff _____

Denied _____ Date _____

Date _____ SPWA: _____

Parcel ID _____

Variance Justification:

In order to justify approval of any variance staff and/or the Board of Zoning Appeals considers the following criteria. Please answer **all** of the following questions. Use additional sheets if needed. **A response of yes, no, or N/A is not acceptable.**

1. **Whether the property in question will yield reasonable return or whether there can be any beneficial use of the property without the variance.**

2. **Whether the variance is substantial.**

3. **Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance.**

4. **Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage).**

5. **Whether the property owner purchased the property with knowledge of the zoning restriction.**

6. **Whether the property owners' predicament feasibly can be obviated through some method other than a variance.**

7. **Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.**

Please submit the completed application along with the following items:

Site plan and drawing including the following elements. See site plan example on the last page (Change in Nonconforming Use or Variances Only) – One Copy

- Plan drawn to a reasonable scale [engineer's scale (1" = 20') or architect's scale (1/8" = 1')]
- Vicinity map that shows the distance from the property to the nearest intersecting street
- North arrow
- Street name(s) abutting the site
- Property address, parcel ID, and dimensions
- Electric, telephone, drainage easements with dimensions
- Existing and proposed structures with dimensions and distance from property lines
- Highlight** (in yellow) the location of the variances*

Supplemental documentation

- A copy of Refusal Letter from citing official, if applicable (**required** if a STOP WORK ORDER or CITATION has been received)
- If the proposed structure encroaches into an easement (ROW, DP&L, or AT&T), then the applicant must submit written documentation from the utility company indicating approval for the encroachment
- Photographs (if applicable)
- Letter of Explanation (appeals and change in nonconformance only)
- Copy of Certificate of Nonconformance (required for Change in Nonconforming Use only)

Fee (Card, Cash, or Checks payable to the City of Riverside)

- Application Fee:
 - (a) Residential
 - Major **250.00**
 - Minor **150.00**
 - (b) Commercial/Institutional
 - Major **400.00**
 - Minor **250.00**
 - (c) Industrial
 - Major **500.00**
 - Minor **300.00**

FULL SITE ADDRESS

Scale: e.g. 1' = 10'

R-3 Residential District

