

CITY OF SANDUSKY  
APPLICATION FOR BOARD OF ZONING APPEALS  
APPROVAL

\_\_\_\_\_ Variance to Regulations of the City of Sandusky Zoning Code

APPLICANT/AGENT INFORMATION:

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

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

\_\_\_\_\_

Property Owner Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_

Authorized Agent Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Agent Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: \_\_\_\_\_

Legal Description of Property (check property deed for description):

\_\_\_\_\_  
\_\_\_\_\_

Zoning District: \_\_\_\_\_

VARIANCE INFORMATION:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Variance(s) Requested (Proposed vs. Required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DETAILED SITE INFORMATION:

Land Area of Property: \_\_\_\_\_ (sq. ft. or acres)

Total Building Coverage (of each existing building on property):

Building #1: \_\_\_\_\_ (in sq. ft.) Building #2: \_\_\_\_\_  
Building #3: \_\_\_\_\_ Additional: \_\_\_\_\_

Total Building Coverage (as % of lot area): \_\_\_\_\_

Proposed Building Height (for any new construction): \_\_\_\_\_

Number of Dwelling Units (if applicable): \_\_\_\_\_

Number of Accessory Buildings: \_\_\_\_\_

DESCRIPTION OF DEVELOPMENT PROPOSAL (Describe your development plans in as much detail as possible):

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NECESSITY OF VARIANCE (Describe why not obtaining this variance would cause you hardship or practical difficulty and what unique circumstances have caused you to file for a variance):

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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:**

10 copies of a site plan (drawn to scale and dimensioned) which shows the following items:

- 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) Location of other pertinent items (signs, outdoor storage areas, gasoline pump islands, etc.)

\$100.00 filing fee

**APPLICATION MUST BE COMPLETELY FILLED OUT!**

NOTE: Applicants and/or their authorized agents are strongly encouraged to attend Board of Zoning Appeals meetings.

**STAFF USE ONLY:**

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

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

Board of Zoning Appeals File Number: \_\_\_\_\_