

## VARIANCE APPLICATION PROCEDURE

These pages are provided to give you an understanding of the variance application procedure used by the Village of Marble Cliff. Chapter 154: Zoning Code of the Marble Cliff Ohio Code of Ordinances gives Village Council the authority to grant certain variances to the Zoning Code of the Village. The regularly scheduled meeting of the Council is generally held on the third Monday of each month at 7:00p.m. in the Council chambers of Village Hall, 1600 Fernwood Avenue.

To initiate the variance process, the applicant must file the following completed documents with the Fiscal Officer of the Village **no later than 30 days before the meeting at which Council will consider the application:**

1. Application for variance(s), including the reasons for the request(s) (Exhibit A)
2. Certification of names of persons and addresses to be notified (Exhibit B).
3. Drawings (Exhibit C)
4. A check payable to Village of Marble Cliff for \$50.00 (residential) or \$100.00\* (commercial).  
\* Plus direct engineering review costs as determined by the Village.
5. Completed sign, fence, and/or demolition permit application (if applicable).

**YOU OR YOUR REPRESENTATIVE SHOULD BE PRESENT AT THE MEETING WHEN THE COUNCIL CONSIDERS YOUR REQUEST.** At this meeting, Council may ask you to explain your request. Your neighbors, if present, will then be given the opportunity to voice their support for or opposition to your request. After all interested parties have been heard, Council will rule on your request for a variance (or delay a decision for more information).

All variances **must be implemented within one year** from the date of approval. If implementation is not achieved within this one year period, a new variance must be sought.

The Village Fiscal Officer will mail a copy of the approved Variance ordinance to the applicant within 30 days after approval by Council. This copy should be kept with other important property documentation for future reference.

**APPLICATION FOR VARIANCE**

Applicable sections of the Marble Cliff Code of Ordinances can be reviewed at Village Hall or on the website ([www.marblecliff.org](http://www.marblecliff.org), click on ordinances). The undersigned requests that the Council of the Village of Marble Cliff approve the following variance(s) from the provisions of the Zoning Code (check all that apply):

For residential or commercial property:

- Rear yard setback variance-Code 154.056
- Front/Side yard setback variance- Code 154.056
- Front/side yard structure variance- Code 154.057
- Building height variance- Code 154.051
- Lot coverage variance- Code 154.052
- Fence variance- Code 154.079
- Other \_\_\_\_\_

For commercial property:  Sign Code 154.125  Conditional Use Code 154.157  Lighting Code 154.06

State briefly the present requirement of the Zoning Code, and explain the variance(s) that you are requesting. List any special condition or practical difficulty you face which causes you to seek a variance from the uniform application of the Zoning Code.

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\_\_\_\_\_  
Signature of Applicant(s)

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Signature of Property Owner (if different from applicant)

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Address where variance will be used

\_\_\_\_\_  
Daytime phone number where inquiries may be made



**DRAWING**

The applicant must submit a scaled drawing that accurately portrays the proposed variance. Depending upon the nature of the variance, which is being requested, it may be appropriate to submit a site plan, building elevations, a landscape plan or other drawings/architectural renderings. The type of building material must also be set forth. The drawing may be made on this sheet of paper or may be submitted on 8.5x11" paper separately with the application.