

**VILLAGE OF RIVERLEA**  
**Application for a Variance**  
*ALL sections must be answered in writing.*

Riverlea Code of Ordinances section 151.092. (This and other code sections can be viewed online through [www.riverleaohio.com](http://www.riverleaohio.com) or [www.amlegal.com](http://www.amlegal.com).) The application shall include:

- (A) The name, address and telephone number of the owner of the property;
- (B) An accurate legal description of the property.
- (C) The exact nature of the variance requested, including reference to the particular standard and ordinance from which the applicant seeks deviation;
- (D) A statement explaining the relation of the requested variance to the criteria for approval as listed in §151.093 ;
- (E) A list of all owners of property, including their mailing addresses, within 100 feet of, contiguous to, or directly across the street from the subject property;
- (F) Seven copies of the plot plan showing:
  - 1. Boundaries and dimensions of the property, the size and location of all proposed or existing structures and the location of trees and shrubs;
  - 2. The nature of the special conditions or circumstances affecting the property;
  - 3. The proposed use of all parts of the lot and structures
  - 4. The use of land and the location of structures on adjacent property;
- (G) Any additional information required by the Planning Commission to establish the advisability of granting the variance;
- (H) The written state of the Building Inspector or other officer certifying that he or she has refused to grant a building permit with respect to the proposed use for which the variance if requested, or a written statement of the applicant as to why the building permit was not requested.
- (I) The written statement of the applicant that the proposed use will have no detrimental environmental impact upon the village or upon the neighborhood immediately surrounding the proposed project.

This application must be accompanied by a **COMPLETED Architectural Review Check List**. Any application for structures to be constructed or remodeled, which construction or remodeling would increase or decrease the total gross area by 50% or more, must also be accompanied by a colored elevation showing at a minimum the design, use of materials, finish grade, landscaping and orientation of the buildings.

The matter contained in the Application will be considered by the Village Planning Commission at a public hearing to be conducted not later than the second regular meeting to occur after the submission of the application. The Planning Commission may reject any Application which does not contain all information required.

\_\_\_\_\_  
Property Owner(s) signature and date

Received by the Clerk on: \_\_\_\_\_

Application Fee: \$200 (rev 8/09)